

**Subject:** Fwd: GSA response to your letter of February 25, 2016  
**Date:** Thu, 5 May 2016 15:49:09 -0400  
**From:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**To:** deborah.lague@gsa.gov  
**Message-ID:** <-303759231770311729@unknownmsgid>  
**MD5:** 728afc8a685e38544f3199991320f99a

Can you send the attachment and copy me

Sent from my iPhone  
Begin forwarded message:

**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**Date:** May 5, 2016 at 2:33:12 PM EDT  
**To:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**Subject:** Re: GSA response to your letter of February 25, 2016

Hello Cynthia,

Thank you for your letter. I noted in Section (h) that you stated the 2039 information "is attached to this letter." If the attachment is accompanying an original letter coming to us by mail that is fine. If not, I would ask that you forward the 2039 information and I will attach it to your letter. Once we have had an opportunity to review the information contained in your letter, we will provide a you with a response. Thank you again.

Regards,

Lloyd

On Thu, May 5, 2016 at 11:50 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Mr Beers, attached please find the GSA response to your letter of February 25, 2016. Please let me know if I can be of further assistance.

Cynthia

**Cynthia A. Metzler**  
**Chief Administrative Services Officer**  
**General Services Administration**

**(202) 357-9697**

**(b) (6) (cell)**  
**cynthia.metzler@gsa.gov**

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001

**Subject:** GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:34:28 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Deborah Lague - M1V1CA <deborah.lague@gsa.gov>  
**Cc:** Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAAj5k9-=5LJBi5BE9O2Mfsu3k=CW8AZ=YiNxq+tQdR+kvRo6sA@mail.gmail.com>  
**MD5:** 4790a6a43cd4860db37f7b420f99ff1c

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

Can you tell me who within GSA would have had contact with Lloyd Beers (NARA Appraisal Archivist) since 1/1/2016?

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I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

## Duane Fulton

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:38:38 -0400  
**From:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**To:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CADVADA8JRho1i3sPOacasdN-uZfYZTgAS\_X-Nyn9Zpcqo75A8w@mail.gmail.com>  
**MD5:** b466278a6573b31156bbdef8cb4bab70

Hi All,

I have not had any interactions with NARA or Lloyd Beers. I think the only person would be Robert and possibly Dave (who I have cced on this email). I will let them address this FOIA.

Sorry I could not be more helpful.

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

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**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

--

Deborah Lague  
Supervisor, Records Management Branch  
FOIA and Records Management Division  
Office of Administrative Services

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:06:12 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CAAj5k9\_TLDfCQ8TUftxWbAbSWK8xRqsw2K0JEZtkzv35UbjPzw@mail.gmail.com>  
**MD5:** ade6c19fa2a359a7597d423bd33b888d

Thanks Debbie. I will wait to hear back from Robert and Dave before I finalize this email data pull request.

On Tue, Mar 21, 2017 at 11:38 AM, Deborah Lague - H1F <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)> wrote:

Hi All,

I have not had any interactions with NARA or Lloyd Beers. I think the only person would be Robert and possibly Dave (who I have cced on this email). I will let them address this FOIA.

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Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:08:55 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)>  
**Cc:** Deborah Lague - M1V1CA <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)>, Travis Lewis - H1C <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>, David Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
**Message-ID:** <CABjgR029=JnepAyi2Pqe9g6XCLjzJ+k2iRk8Vzd71TDYH2KYJg@mail.gmail.com>  
**MD5:** 1a9f5b8eccd8dc20ef4c7a25b2ac87a1

Hi Duane,

Looking at my email, other than me, David Simmons, is the only other GSA employee/contractor that I can see who had direct (to and from) email interactions with Lloyd Beers .

Other's may have been cc'd, but Dave and I are the only one's I know who directly sent and directly received email from Lloyd Beers.

Also, Lloyd is the only Appraisal Archivist directly assigned to GSA (since around February 2015), each agency has one Appraisal Archivist assigned to it. With that said, other Appraisal Archivists may have interacted with us with regard to various topics. But, as I read the FOIA request reference to "Appraisal Archivist was assigned to GSA" I think they're talking only about Lloyd.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:34:01 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** Duane Fulton - H1F <duane.fulton@gsa.gov>, Deborah Lague - M1V1CA <deborah.lague@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAHgHr73YE\_cdLK8BVNauXsX6K1cXHt4E=6AF0aCe98pcXJs6qg@mail.gmail.com>  
**MD5:** c06b3a3aad9b559c68508e9c404ba912

Hi, Duane, et al.,

Lloyd Beers became GSA's designated Records Appraiser on 12/15/2014. I have his initial introductory email to Robert and me.

(b) (6)

We have had no other appraisers other than delegated NARA appraisers that Lloyd tasked with reviewing and passing comments on thru him (Galen Wilson, Jeremy Schmidt, and Ann Gillette - all NARA employees). On different occasions they contacted me directly regarding the proposed SF115 Record Schedules that I submitted and they were reviewing for Lloyd.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Tue, Mar 21, 2017 at 11:08 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

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Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)



**Subject:** Fwd: AFA Hearing QFR #1  
**Date:** Fri, 1 Apr 2016 09:58:20 -0400  
**From:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**To:** Deborah Lague - H1AB <deborah.lague@gsa.gov>  
**Message-ID:** <CAOYtU9BOYa==PLcwqhaKTdcz1oKOz930F14rPM-0Hit8qKm\_KQ@mail.gmail.com>  
**MD5:** 27b4fbb7bbd70df7ab28f5741a55de6f  
**Attachments:** QFRs for 2nd AFA Hearing \_ Question 1.docx

FYI

**Cynthia A. Metzler**  
**Chief Administrative Services Officer**  
**General Services Administration**

**(202) 357-9697**

(b) (6) (cell)  
[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)

----- Forwarded message -----

**From:** Liz Barnaby - S <[elizabeth.barnaby@gsa.gov](mailto:elizabeth.barnaby@gsa.gov)>  
**Date:** Thu, Mar 31, 2016 at 4:15 PM  
**Subject:** AFA Hearing QFR #1  
**To:** Gerard Badorrek - B <[gerard.badorrek@gsa.gov](mailto:gerard.badorrek@gsa.gov)>, Kathy Hammer - BG <[Kathy.Hammer@gsa.gov](mailto:Kathy.Hammer@gsa.gov)>, Kristi Irvin - B <[kristen.irvin@gsa.gov](mailto:kristen.irvin@gsa.gov)>, Edward Burrows - B <[edward.burrows@gsa.gov](mailto:edward.burrows@gsa.gov)>  
**Cc:** Cynthia Metzler - H <[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)>, Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>

H OCO folks, Cynthia and Seth,

The QFRs for the AFA Hearing have arrived.

Of course they are on a very tight turnaround -

Please return your response on 04/06 so that I can pass it along to OGC by COB that day.

I've included Cynthia and Seth because of their involvement in the referenced NARA response.

Please let me know if you have any questions.

Thank you,

Liz

--

Liz Barnaby  
Acquisition Policy Advisor  
General Services Administration  
Legislative & Intergovernmental Affairs  
Direct: [202.208.4992](tel:202.208.4992)  
Cell: (b) (6)  
[Elizabeth.Barnaby@gsa.gov](mailto:Elizabeth.Barnaby@gsa.gov)

**Subject:** Response to February 25, 2016  
**Date:** Thu, 5 May 2016 13:28:55 -0400  
**From:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**To:** laurence.brewer@nara.gov, lloyd.beers@nara.gov  
**Cc:** Deborah Lague - H1AB <deborah.lague@gsa.gov>, Robert Smudde - H1AB <robert.smudde@gsa.gov>  
**Message-ID:** <CAOYtU9BK6\_rYNzgqqDcOjAPY+whM2C8WRKQwtpFdwEazwACDQQ@mail.gmail.com>  
**MD5:** 37539fe1757f2696458ed634e80fb235  
**Attachments:** Childcare\_NARA\_Letter\_5.4.16 (1).pdf

Mr. Brewer, I realize that I did not include you in my previous e-mail transmitting the GSA response.  
Cynthia

***Cynthia A. Metzler***  
***Chief Administrative Services Officer***  
***General Services Administration***

**(202) 357-9697**

**(b) (6) (cell)**

**[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)**

**Subject:** GSA response to your letter of February 25, 2016  
**Date:** Thu, 5 May 2016 11:50:05 -0400  
**From:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**To:** lloyd.beers@nara.gov  
**Cc:** Robert Smudde - H1AB <robert.smudde@gsa.gov>, Deborah Lague - H1AB <deborah.lague@gsa.gov>  
**Message-ID:** <CAOYtU9Ac+54jrSG52JjCd8+bXwNnhk7PivQ2wwBYhhaebe8SGw@mail.gmail.com>  
**MD5:** 3e23167a9cd3fa60e5bf13d1b4aaaf53  
**Attachments:** Childcare\_NARA\_Letter\_5.4.16.pdf

Mr Beers, attached please find the GSA response to your letter of February 25, 2016. Please let me know if I can be of further assistance.

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***Chief Administrative Services Officer***  
***General Services Administration***

***(202) 357-9697***

***(b) (6)*** ***(cell)***  
***[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)***

**Subject:** Fwd: GSA response to your letter of February 25, 2016  
**Date:** Wed, 18 May 2016 09:44:59 -0400  
**From:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**To:** Edward Burrows - B <edward.burrows@gsa.gov>, Kathy Hammer - BG <kathy.hammer@gsa.gov>  
**Message-ID:** <CADVADA-3QL0mnwMz+XGPYEXvnPNcMXFX8gae+rrtA-gtes\_Sjw@mail.gmail.com>  
**MD5:** 17cfe033de476f6a3c0d102f17a48d0e  
**Attachments:** Childcare\_NARA\_Letter\_5.4.16.pdf

Edward and Kathy,

Here is the response letter sent to NARA.

Have a great day.

----- Forwarded message -----

From: **Cynthia Metzler - H** <[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)>  
Date: Thu, May 5, 2016 at 11:50 AM  
Subject: GSA response to your letter of February 25, 2016  
To: [lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)  
Cc: Robert Smudde - H1AB <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Deborah Lague - H1AB <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)>

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--

Deborah Lague  
Supervisor  
FOIA and Records Management Division  
Office of Administrative Services  
General Services Administration

O: 202-694-8149

C: (b) (6)



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**Subject:** Re: GSA response to your letter of February 25, 2016  
**Date:** Thu, 5 May 2016 15:59:57 -0400  
**From:** Deborah Lague - H1AB <deborah.lague@gsa.gov>  
**To:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>, lloyd.beers@nara.gov, laurence.brewer@nara.gov  
**Cc:** Deborah Lague <deborah.lague@gsa.gov>, David Coscia - H <david.coscia@gsa.gov>  
**Message-ID:** <CADVADA9m-XP6eHM=TR+vjl67dFaH7tTTSaZaZCy1cb-Le7wn3Q@mail.gmail.com>  
**MD5:** a1eaba072efe2361cd8950dcd7df30ff  
**Attachments:** Child Subsidy Program 2039 for NARA.pdf

Mr. Beers,

Please excuse the absence of the enclosure to GSA's letter sent to you and Mr. Brewer today by Ms. Cynthia Metzler. It was a mistake.

Please find the enclosure attached to this email.

If you have any questions, please feel free to contact me.

On Thu, May 5, 2016 at 3:49 PM, Cynthia Metzler - H <[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)> wrote:

Can you send the attachment and copy me

Sent from my iPhone

Begin forwarded message:

**From:** Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Date:** May 5, 2016 at 2:33:12 PM EDT  
**To:** Cynthia Metzler - H <[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)>  
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Regards,

Lloyd

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**(b) (6) (cell)**  
**cynthia.metzler@gsa.gov**

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



--

Deborah Lague  
Supervisor  
GSA, OAS, Records Management and Paper Reduction Branch  
O: 202-694-8149  
C: **(b) (6)**



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**Subject:** Fwd: NA 1005 Capstone Form for GSA  
**Date:** Tue, 15 Nov 2016 15:40:40 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Deborah Lague - H1FC <deborah.lague@gsa.gov>  
**Message-ID:** <CAADcavqMxjzvQuAk294G2SvSmAdkK32nRuXeww0Gb6M4uwADmw@mail.gmail.com>  
**MD5:** fd15983fcef5ef18281573ae37b3aab  
**Attachments:** NA FORM 1005 8 September 2016 update.pdf

Good afternoon Dave,

Please see the return email below from NARA. I think I am reading it as the following (their email back seems a little confusing):

1. We need to re-do the OIG form on the new Sept. form version of template they are providing in the new attachment below.
2. We need to provide a up-to-date organization form for GSA.

Dave, for number 1: can you please make the adjustment to ensure that the OIG information is populated on the new form. Once this is created, I will re-send the OIG form over to NARA.

For number 2: I know we do not have an already prepared GSA Organization Chart. I am going to attempt to create one based on the information I have. I had attempted to do an org chart about 8 months ago to help out the FOIA team - I stopped on that project due to heavy FOIA workload. I am going to re-visit what I did in the past and try to update and finalize an org chart that we can send over.

Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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[Learn more about GSA.](#)

----- Forwarded message -----

From: **Katherine Kim** <[katherine.kim@nara.gov](mailto:katherine.kim@nara.gov)>  
Date: Tue, Nov 15, 2016 at 3:12 PM  
Subject: Re: NA 1005 Capstone Form for GSA  
To: GRS\_Team <[GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov)>  
Cc: [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov), Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Dear Mr. Lewis,

Thank you for submitting NA-1005 for GSA OIG. Unfortunately, this is not the most up-to-date NA-1005

form. Per [AC Memorandum 39.2016](#) agencies need to use the most recent NA-1005 form (bottom right

corner 09-16)--a copy is attached. Please resubmit the form.

The NA-1005 form for GSA is the most up-to-date form but I only received an organizational chart for

OIG. You appraisal archivist will need organizational charts for all the offices (Federal Acquisition Service

(FAS), the Public Buildings Service (PBS), Office of Government wide Policy (OGP), etc) in order to



process GSA's NA-1005 form.

Please let us know if you have any questions. Thank you,

GRS Team

On Tuesday, November 15, 2016 at 1:27:44 PM UTC-5, Travis Lewis - H1F wrote:  
Good afternoon,

Please find attached form. Thank you,

Travis Lewis

**Subject:** Fwd: Electronic Records  
**Date:** Tue, 24 Jan 2017 14:07:09 -0500  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR027jA0Uqq3XY6t=8m6Rj3i+AMbJh5WLetrqZKYSfoA7iQ@mail.gmail.com>  
**MD5:** b18028562bb12d99c1037d1e9092c743

Hi Lloyd,

I sent a message to the ERA Help Desk (see below). Their response is for me to ask you. Can you read my email below and let me know your thoughts or give me a call to discuss?

Thank you,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Tue, Jan 24, 2017 at 1:58 PM  
Subject: Electronic Records  
To: ERAHelp <[ERAHelp@nara.gov](mailto:ERAHelp@nara.gov)>

Later this year, I am planning to store several gigabytes of permanent electronic records at the Fort Worth FRC Electronic Vault. These records will not need to be transferred to NARA until another 10 years or so. The CFR seems to indicate that permanent electronic records must be on CD or DVD (or FTP them), but is that actually the case? For large volumes of data, saving them on a hard-drive is easiest and I would expect that it should last 10 years in your special storage.

My question to you is on what type of physical media do you suggest/require that I have these records stored so that in 10 years or so I can transfer them to you hopefully without copying to another type of physical media?

The likely data format is Adobe PDF and also possibly Microsoft Word.

I appreciate whatever guidance you can provide.

Thank you,

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: Just checking in for GSA  
**Date:** Thu, 16 Mar 2017 08:57:34 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr72VrzgGEn6Er92Ja=8gyf2yszeeGHEDnj5YRiraFG9b=A@mail.gmail.com>  
**MD5:** 39db52b9f8dd2daa4d8550868a80dc9a

No, we are waiting on approval of the NA-1005 form that lists the Capstone Officials and declares the policy. Once approved, we are waiting on the GSA Directive to be signed and put in place. Travis is supposedly watching this process, but you may want to ask him about it.

Once both the NARA form is approved and the Directive signed, we can begin to run the Google Vault routine and weed email from the system.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Thu, Mar 16, 2017 at 8:50 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Dave, is the GSA Capstone Email Schedule the final approval we need to be a Go with Capstone? Or are we waiting on something else from NARA too?

Robert

On Thu, Mar 16, 2017 at 9:45 AM Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

FY

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Thu, Mar 16, 2017 at 6:44 AM  
Subject: Re: Just checking in for GSA  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hello Dave,

DAA-0269-2015-0002 will receive final internal approval shortly. The Capstone email schedule has had a preliminary review and I have a few minor items to address with you. I have been working on reconciling the authorities for the RG 121 schedule like we did for the RG 137 schedule. Ann has sent DAA-0269-2016-0010 and 0013 for final review. I have to go to the Coast Guard today and give them a presentation on Capstone (they are a little behind...). Once I get that out of the way, I will get back to you to get the Capstone form finalized so it can be sent forward for approval.

Lloyd

On Wed, Mar 15, 2017 at 9:49 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

Hope all is well. Haven't heard from you and wondered if you have any questions for me regarding the outstanding proposed schedules or Capstone.

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:3018370480)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:38:38 -0400  
**From:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**To:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CADVADA8JRho1i3sPOacasdN-uZfYZTgAS\_X-Nyn9Zpcqo75A8w@mail.gmail.com>  
**MD5:** a882ac471aea155df48b837587c745f5

Hi All,

I have not had any interactions with NARA or Lloyd Beers. I think the only person would be Robert and possibly Dave (who I have cced on this email). I will let them address this FOIA.

Sorry I could not be more helpful.

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

Can you tell me who within GSA would have had contact with Lloyd Beers (NARA Appraisal Archivist) since 1/1/2016?

Can you also tell me if we have had any other NARA Appraisal Archivist since 1/1/2016?

I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

--

Deborah Lague  
Supervisor, Records Management Branch  
FOIA and Records Management Division  
Office of Administrative Services

**Subject:** Re: Electronic Records  
**Date:** Wed, 25 Jan 2017 08:14:33 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCX9wg0UCRk8M8ZkuW2wcBucriv1yyOMUXmFiE9v1c-ang@mail.gmail.com>  
**MD5:** 74319b79b92a08cc761547474f9cc02b

Hello Robert,

The best thing to do is go to this web page <https://www.archives.gov/frc/fort-worth/> and call, email, or both Electronic Records Services and make your inquiry there. Since you are not ready to make a formal transfer, you should not have to involve your electronic records accessioning archivist. If I understand correctly, you simply want to store a hard drive for 10 years and then propose a transfer after that. Everything I am reading on this web page <https://www.archives.gov/frc/electronic-records.html> indicates that you can do that, provided that you pay the applicable storage fees. I believe that we have accepted permanent records transfers via hard-drive in the past, but we can let your inquiry verify that. Get in touch with them directly and see what they say. Hopefully, they can answer all of your questions and take care of your needs. If not, let me know and I will inquire further.

Lloyd

On Tue, Jan 24, 2017 at 2:07 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

I sent a message to the ERA Help Desk (see below). Their response is for me to ask you. Can you read my email below and let me know your thoughts or give me a call to discuss?

Thank you,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Tue, Jan 24, 2017 at 1:58 PM  
Subject: Electronic Records  
To: ERAHelp <[ERAHelp@nara.gov](mailto:ERAHelp@nara.gov)>

Later this year, I am planning to store several gigabytes of permanent electronic records at the Fort Worth FRC Electronic Vault. These records will not need to be transferred to NARA until another 10 years or so. The CFR seems to indicate that permanent electronic records must be on CD or DVD (or FTP them), but is that actually the case? For large volumes of data, saving them on a hard-drive is easiest and I would expect that it should last 10 years in your special storage.

My question to you is on what type of physical media do you suggest/require that I have these records

stored so that in 10 years or so I can transfer them to you hopefully without copying to another type of physical media?

The likely data format is Adobe PDF and also possibly Microsoft Word.

I appreciate whatever guidance you can provide.

Thank you,

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:2022191078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Re: Status Report of Records Appraisal Activity  
**Date:** Fri, 13 Jan 2017 11:32:54 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CAHgHr712FVBZ6NnXUbp7y1-5Z61YUzjQ98dKc25gqDR2Vp=Bpg@mail.gmail.com>  
**MD5:** 85023983c946d53a83fea778b0a39b2f

Hi, Lloyd,

Regarding DAA-0137-2015-0001, I checked with the ~~IRA~~ helpdesk and the status on your report is incorrect. We made the fixes to that submission, certified on December 6th and are awaiting comment from the ~~NARA~~ appraiser on that proposed schedule.

Please let me know if there is an assumption from the ~~NARA~~ appraiser responsible for that ~~RG~~ 137 schedule that we are working on it and correct as soon as possible, as far as I know, all corrections at my end (including superseding authorities) have been updated..

That schedule is one of the 2015-submitted schedules that need to be pushed thru as soon as you can.

Thanks in advance,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Fri, Jan 13, 2017 at 11:07 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert and Dave,

Please see the attache report for December.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration



**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:08:55 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)>  
**Cc:** Deborah Lague - M1V1CA <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)>, Travis Lewis - H1C <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>, David Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
**Message-ID:** <CABjgR029=JnepAyi2Pqe9g6XCLjzJ+k2iRk8Vzd71TDYH2KYJg@mail.gmail.com>  
**MD5:** 805e945694f058c4ffa145c736c394b6

Hi Duane,

Looking at my email, other than me, David Simmons, is the only other GSA employee/contractor that I can see who had direct (to and from) email interactions with Lloyd Beers .

Other's may have been cc'd, but Dave and I are the only one's I know who directly sent and directly received email from Lloyd Beers.

Also, Lloyd is the only Appraisal Archivist directly assigned to GSA (since around February 2015), each agency has one Appraisal Archivist assigned to it. With that said, other Appraisal Archivists may have interacted with us with regard to various topics. But, as I read the FOIA request reference to "Appraisal Archivist was assigned to GSA" I think they're talking only about Lloyd.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

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Can you tell me who within GSA would have had contact with Lloyd Beers (NARA Appraisal Archivist) since 1/1/2016?

Can you also tell me if we have had any other NARA Appraisal Archivist since 1/1/2016?

I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: Just checking in for GSA  
**Date:** Thu, 16 Mar 2017 13:50:00 +0000  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Message-ID:** <CABjgR03NT31iDfPEBr0E3pH4sDz75LU1u6qXH\_s+dQ1qBc1D3w@mail.gmail.com>  
**MD5:** fddb9204417b9cad8ab624d990198b61

Hi Dave, is the GSA Capstone Email Schedule the final approval we need to be a Go with Capstone? Or are we waiting on something else from NARA too?

Robert

On Thu, Mar 16, 2017 at 9:45 AM Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

FY

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Thu, Mar 16, 2017 at 6:44 AM  
Subject: Re: Just checking in for GSA  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hello Dave,

DAA-0269-2015-0002 will receive final internal approval shortly. The Capstone email schedule has had a preliminary review and I have a few minor items to address with you. I have been working on reconciling the authorities for the RG 121 schedule like we did for the RG 137 schedule. Ann has sent DAA-0269-2016-0010 and 0013 for final review. I have to go to the Coast Guard today and give them a presentation on Capstone (they are a little behind...). Once I get that out of the way, I will get back to you to get the Capstone form finalized so it can be sent forward for approval.

Lloyd

On Wed, Mar 15, 2017 at 9:49 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

Hope all is well. Haven't heard from you and wondered if you have any questions for me regarding the outstanding proposed schedules or Capstone.

**Subject:** Fwd: Just checking in for GSA  
**Date:** Thu, 16 Mar 2017 08:45:40 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71WnY\_2o\_1ZEEFzxDDbWcWLHrEeesrJdg-HD7TuU4ZU9A@mail.gmail.com>  
**MD5:** 19bd83b97d36c993f18908f671cec04b

FYI

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:27:35 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAAj5k99T5uhL9f3uLo7Lt4vCsJDmfbcBuGpc3YeX-af2dd5mqw@mail.gmail.com>  
**MD5:** 5f171ffa2352a7119b37b30f9e9f9bf9

Thanks Robert.

On Tue, Mar 21, 2017 at 12:08 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

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Robert

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Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

--

**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Fwd: Question about Pre-Accessioning Old Format Media  
**Date:** Tue, 24 Jan 2017 11:20:49 -0600  
**From:** David Williams <david.williams@nara.gov>  
**To:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CAGF6Ndb7gsZO6USn1i4ssi1o7pkqe\_m5x+vPCNdC79CiWRKXw@mail.gmail.com>  
**MD5:** 3116081f3a2a94e991a49a16fb1c7c7b

Robert,

Here is the email I spoke about.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

----- Forwarded message -----

From: **Theodore Hull** <[theodore.hull@nara.gov](mailto:theodore.hull@nara.gov)>  
Date: Thu, Aug 4, 2016 at 6:57 AM  
Subject: Re: Question about Pre-Accessioning Old Format Media  
To: David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)>  
Cc: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>, "Lockard, David" <[david.lockard@hq.dhs.gov](mailto:david.lockard@hq.dhs.gov)>, Sharmila Bhatia <[sharmila.bhatia@nara.gov](mailto:sharmila.bhatia@nara.gov)>, "Rooney, Daniel" <[daniel.rooney@nara.gov](mailto:daniel.rooney@nara.gov)>

Hi David:

Thanks for asking.

The Electronic Records Division (RDE) has limited capability to recover records from 3 1/2" floppy diskettes. If the agency can specify the permanent authority for the records they are proposing to transfer we can work with them on discussing options. I am ccing Sharmila Bhatia who is the accessioning archivist who is assigned DHS. Acceptable media for the transfer of permanent electronic records to the National Archives is defined in [36 CFR 1235.46](#). Acceptable transfer formats are defined in [NARA Bulletin 2014-04](#). An overview of accessioning electronic records is available at <http://www.archives.gov/records-mgmt/accessioning/electronic.html>.

The appropriate archival unit to discuss audiovisual records on VHS tape is the Motion Picture Branch (RDSM). I am ccing the branch chief Dan Rooney on this reply.

Best wishes

Ted Hull

On Wed, Aug 3, 2016 at 1:55 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Ted and Lloyd,

What are NARA's capabilities with regard to pre-accessioning records on media that are in a format which an agency may have trouble opening? Is this a service we offer?

I'm specifically asking about DHS HQ and for formats which used to be quite commonplace - 3¼" floppy disks, VHS tapes, and etc. - but which they may not have the equipment to readily access.

Thanks in advance for your guidance.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

--

THEODORE J. HULL  
Director, Electronic Records Division (RDE)  
National Archives at College Park  
8601 Adelphi Rd., rm. 5320  
College Park, MD 20740-6001  
[\(301\) 837-1824](tel:301-837-1824)



**Subject:** GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:34:28 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Deborah Lague - M1V1CA <deborah.lague@gsa.gov>  
**Cc:** Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAAj5k9-=5LJB5BE9O2Mfsu3k=CW8AZ=YiNxq+tQdR+kvRo6sA@mail.gmail.com>  
**MD5:** a19ac50ed0d7daf264a98baba0ff1e78

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

Can you tell me who within GSA would have had contact with Lloyd Beers (NARA Appraisal Archivist) since 1/1/2016?

Can you also tell me if we have had any other NARA Appraisal Archivist since 1/1/2016?

I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

## Duane Fulton

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:34:01 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** Duane Fulton - H1F <duane.fulton@gsa.gov>, Deborah Lague - M1V1CA <deborah.lague@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAHgHr73YE\_cdLK8BVNauXsX6K1cXHt4E=6AF0aCe98pcXJs6qg@mail.gmail.com>  
**MD5:** b8ae5aea3fc12a62276e1ad7b278b8fe

Hi, Duane, et al.,

Lloyd Beers became GSA's designated Records Appraiser on 12/15/2014. I have his initial introductory email to Robert and me.

If you want to do a pull of emails from Google Vault, You can probably pull all email conversations that Lloyd and I have had dating back to the very beginning or simply back to 1/1/2016.

We have had no other appraisers other than delegated NARA appraisers that Lloyd tasked with reviewing and passing comments on thru him (Galen Wilson, Jeremy Schmidt, and Ann Gillette - all NARA employees). On different occasions they contacted me directly regarding the proposed SF115 Record Schedules that I submitted and they were reviewing for Lloyd.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Tue, Mar 21, 2017 at 11:08 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Duane,

Looking at my email, other than me, David Simmons, is the only other GSA employee/contractor that I can see who had direct (to and from) email interactions with Lloyd Beers.

Other's may have been cc'd, but Dave and I are the only one's I know who directly sent and directly received email from Lloyd Beers.

Also, Lloyd is the only Appraisal Archivist directly assigned to GSA (since around February 2015), each agency has one Appraisal Archivist assigned to it. With that said, other Appraisal Archivists may have interacted with us with regard to various topics. But, as I read the FOIA request reference to "Appraisal Archivist was assigned to GSA" I think they're talking only about Lloyd.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

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I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

## Duane Fulton

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Fwd: Schedules Returned for Revision.  
**Date:** Fri, 13 Jan 2017 08:03:59 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr72WwEFXrQ1ERzo4TELkB319siO5gLysoGbt9Cp6f8E8-A@mail.gmail.com>  
**MD5:** aa35d986339f4c4a2354d6085403e5fd

Hi, can you reject and send back to me DAA-269-2016-0011 please?

Tia,

Dave

----- Forwarded message -----

From: "Lloyd Beers" <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Jan 13, 2017 7:20 AM  
Subject: Schedules Returned for Revision.  
To: "Dave Simmons" <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Cc: "Gillette, Ann" <[ann.gillette@nara.gov](mailto:ann.gillette@nara.gov)>

Hello Dave,

I have returned DAA-0269-2016-0010, DAA-0269-2016-0012, and DAA-0269-2016-0013 to for revision as requested by Ann. For some reason, DAA-0269-2016-0011 was never certified from the last time I returned it in late October. Could you please check with Robert about this? I will return this one to you once I have an appraiser working version. I will be in this morning. Please call me if you have a moment. Thank you.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:3018370480)



**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:06:12 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CAAj5k9\_TLDfCQ8TUftxWbAbSWK8xRqsw2K0JEZtkzv35UbjPzw@mail.gmail.com>  
**MD5:** 26f957104ac2d94559c8da3a0df1a1ba

Thanks Debbie. I will wait to hear back from Robert and Dave before I finalize this email data pull request.

On Tue, Mar 21, 2017 at 11:38 AM, Deborah Lague - H1F <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)> wrote:

Hi All,

I have not had any interactions with NARA or Lloyd Beers. I think the only person would be Robert and possibly Dave (who I have cced on this email). I will let them address this FOIA.

Sorry I could not be more helpful.

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

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Can you also tell me if we have had any other NARA Appraisal Archivist since 1/1/2016?

I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: DAA-0269-2016-0011 (269.7 Internal Information Technology Services to GSA)  
**Date:** Fri, 24 Feb 2017 14:43:32 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Ann Gillette <ann.gillette@nara.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73ScyS6usY90-zg4k=6b4aigBYuEOXGrWiXVrrY1pD7KA@mail.gmail.com>  
**MD5:** 327aa2c9ec948cd08395ce6a48283ad9

Here's what I did regarding this record in ERA

1. I renumbered 2021- Non-GSA IT Standards... to 031 (my logic is that this record series belongs close to where the 2020- record type (the actual standard or spec is located).

2. I added the following record:

*269.7/021 – Supporting Material for GSA-designed Information Technology Standards and Specifications*

This series consists of the supporting and development material used to create GSA-designed or contracted standards or specification. Records include drafts, responses, industrial standards used as models, change tracking sheets, correspondence, and related records.

*Temporary.* Cut off at the end of the fiscal year after the standard or specification is adopted. Destroy 3 years after cutoff. Longer retention is authorized, but no longer than 3 years after the standard or specification has been cancelled, superseded or made obsolete.

3. I took a look at 27C5 and found that it was already cross-referenced in the 352.1/031 (both a and b). Rather than crosswalking an older record type to 2 new record types, I deleted the superseding authorities under the newly-numbered 031.

I will forward his updated schedule to Robert Smudde for certification and your review.

Thanks for helping me clarify this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Thu, Feb 23, 2017 at 3:56 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Oh, I forgot. I'll also doublecheck on the superseded authority in 003 as well and make the correction.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Thu, Feb 23, 2017 at 3:54 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Ann and Lloyd,

That sounds reasonable. It follows the logic of the recent 001 schedule that GRS recently approved in Transmittal 27 (GRS 3.1/001 and GRS 4.2/001). I was hoping to use the more common GRS schedule to avoid yet another record type, but can see where the documents used to create the standard would be of historical/legal interest as well as the actual standard itself.

I'll follow your suggestion and create that record type and send it through our ARO for certification. Lloyd, thanks for freeing up the schedule for my editing, and Ann, thanks for your assessment on this schedule.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Feb 22, 2017 at 9:58 AM, Ann Gillette <[ann.gillette@nara.gov](mailto:ann.gillette@nara.gov)> wrote:

Good afternoon Dave,

So we only briefly touched on this during our initial conversation, but I've since done a little further research into the records you say are covered by the GRS, from item 0002. This item is meant to only include the final standard, and not the "supporting developmental material used to create the standard." Which is fine, but this supporting material does need to be included somewhere. You said that you thought it would be covered by GRS 23, item 7, but this item does not seem to include this type of material. I checked with our GRS team to make sure I was interpreting this correctly, and they agreed, that the intent is only to include records required only for a short time (generally less than 180 days) and that are not required to meet legal or fiscal obligations, or to initiate, sustain, evaluate, or provide evidence of decision-making. In conjunction with the GRS team, we also checked to see if any other GRS may apply to these records, but we did not find one that does.

What I would recommend is that you add another item onto this schedule to cover all the material associated with the final standards, and schedule it as temporary. This would be the simplest fix.

The new item could look like this (edit as you see fit):

### **Supporting Material for GSA-designed Information Technology Standards and Specifications**

This series consists of the supporting and developmental material, used to create the GSA-designed or contracted standards or specifications. The records include....[add a few examples of the types of records that fall under the supporting/developmental material].

Final Disposition: Temporary

Media Neutral: Yes

Superseded items? If you have any identified, please add here

Disposition Instructions:

Cutoff: Cutoff at the end of the fiscal year. [not sure if you would want to tie this to a more specific event, such as the adoption of the standard?]

Retention: Destroy xxx after cutoff. [I am not sure what is appropriate here, immediate destruction could be ok, if you feel that covers all your business/legal needs for these records.]

Additionally - item 0003 (021 - non-GSA Information Technology Standards and Specification records) has the incorrect item # listed for the superseded authority. I believe this should be item 27C5 (not sure if you meant to include A, B or both A&B). Please double check and correct this on the schedule.

If you want to discuss this or have questions, feel free to call me at [301-837-3737](tel:301-837-3737) or if you prefer, reach out to Lloyd who can let me know of your decision.

Lloyd - please let me know when this is returned in ERA for revisions.

Thanks,

Ann

--

Ann GilletteSenior Records Analyst  
Records Management Services (ACNR)  
National Archives and Records Administration  
8601 Adelphi Road, Room 2200  
College Park, MD 20740-6001  
W: [301-837-3737](tel:301-837-3737)

M: (b) (6)



**Subject:** Re: RG 234  
**Date:** Fri, 11 Mar 2016 08:54:30 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Richard Rayburn <richard.rayburn@nara.gov>  
**Message-ID:** <CABjgR02927hoR+iiM0N6c\_QPfpVor=U4LU2Lxb6KiNP8FknLZA@mail.gmail.com>  
**MD5:** edbebb66bbadc12bad0f0b2dcb915dfa

Hi Richard,

Nudge? But it's only been a few years?

:~)

I do keep raising up the issue of GSA schedules (I'm waiting on a few of them) and I have NO IDEA why it is taking so long... well, maybe I have some idea. I hear that the folks at College Park MD are very busy... at least that is what they tell me.

I'm visiting College Park on April 5. I've reached out to Lloyd Beers to see if he'll meet with me, but he hasn't returned my request yet. Is there someone else you suggest I meet with in person while I'm making my rounds at Archives II?

I hope you're doing well. We need to catch up sometime soon so I can ask you a few questions about storage of the RG 234 records... did we ever decide to try to move them to the WNRC? ... not an urgent issue, but I need to get a plan together to return a few hundred boxes I have at GSA in DC and don't know if I should push to send them to the WNRC or just put them on pallets and truck them back to Atlanta.

Have a great day,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Thu, Mar 10, 2016 at 4:18 PM, Richard Rayburn <[richard.rayburn@nara.gov](mailto:richard.rayburn@nara.gov)> wrote:

Hi Robert,

If you get a moment can you nudge our people on these schedules??

Thanks,  
Rich

**Subject:** Re: RG 234  
**Date:** Fri, 11 Mar 2016 09:29:25 -0500  
**From:** Richard Rayburn <richard.rayburn@nara.gov>  
**To:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHZKM614SQxd9RX7DT4bnjDTM+6AqHj\_yHefGL4L9kHnJ\_d1Wg@mail.gmail.com>  
**MD5:** 32d6d677d6fa0531fe37707adbe135f8

Yes..if you're going to meet with Lloyd he is the one to nudge. I think his supervisor is Rachel Ban Tonkin. I think the best thing would be to get the records up to Suitland. They are only in Atlanta because the WNRC needed space years ago. Because most of them are now temp it's not hurting anything if they stay here but your reference use is really up there so you get the cost of shipping them back and forth all the time.

On Fri, Mar 11, 2016 at 8:54 AM, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Richard,

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:~)

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Have a great day,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:2022191078)  
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Hi Robert,

If you get a moment can you nudge our people on these schedules??

**Subject:** Re: Today's SAO Meeting  
**Date:** Thu, 11 Feb 2016 09:00:25 -0500  
**From:** Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Message-ID:** <CABjgR02bLX0EGT95zNbTVJUHba5seZY\_s=hvS1mJZTyKaUujNg@mail.gmail.com>  
**MD5:** aca9aff6857ea3d3a84c79015e07f5bd

Oh well, Lloyd, lets catch up sometime in person soon over a coffee when you're downtown... and maybe in warmer weather.

Thanks for your help. Have a great day,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Thu, Feb 11, 2016 at 8:55 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Good Morning,

No, I will not be there. I am not customarily included in meetings at that level.

Lloyd

On Thu, Feb 11, 2016 at 8:18 AM, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

I was just wondering if you'll be at the SAO Meeting today at Archives I?

If so, I thought I'd drop by and say hi.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist

**Subject:** Re: Today's SAO Meeting  
**Date:** Thu, 11 Feb 2016 09:31:00 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCVkJ6cSM1UbqtFjOFKHAKU3xW\_2=oEqen1YYOnW89-BGw@mail.gmail.com>  
**MD5:** c05b722cbdd9ce830e443185dce09cef

Hello Robert,

Sound good!

Lloyd

On Thu, Feb 11, 2016 at 9:00 AM, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Oh well, Lloyd, lets catch up sometime in person soon over a coffee when you're downtown... and maybe in warmer weather.

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Robert Smudde  
Agency Records Officer  
General Services Administration  
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Robert

-- --

Robert Smudde  
Agency Records Officer

**Subject:** Fwd: Notes on 2/11 Call with Lloyd Beers at NARA  
**Date:** Thu, 11 Feb 2016 11:26:14 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73=QhqrjAwS9kTHvBjXgF4kEjqbFk4wvYzVUm69qkPACw@mail.gmail.com>  
**MD5:** 9cb44553cfae19669e2c2e3d836ac408

I wrote up my notes, just so I could keep them straight. Thought I'd share a copy with you.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

----- Forwarded message -----

From: **Dave Simmons** <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: Thu, Feb 11, 2016 at 11:23 AM  
Subject: Notes on 2/11 Call with Lloyd Beers at NARA  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

(b) (5)



(b) (5)



Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** "Data at rest" storage needs  
**Date:** Wed, 17 Feb 2016 09:33:50 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71jYgU3FBHiUwBFKJgSu1PhO+\_qPn=yEOhhco+YOSie-g@mail.gmail.com>  
**MD5:** c370c14189be4e9eba42ac9255c89c8d

Hi, Lloyd,

I'm working on a project where they are decommissioning a large legacy system (NEAR) that has a massive number of closed financial transactions that are awaiting a six-year cycle prior to destruction in accordance with GRS 1.1/010. In other words, we have need for storage of magnetic tapes or "data at rest" until they can be destroyed after October 1, 2022.

In the OMB Directive M-12-18, such a service was being explored by NARA:

A.S. Evaluate the feasibility for secure "data at rest" storage and management services for Federal agency-owned electronic records By December 31 ,2013, NARA will determine the feasibility of establishing a secure cloud-based service to store and manage unclassified electronic records on behalf of agencies. This basic, shared service will adhere to NARA records management regulations and provide standards and tools to preserve records and make them accessible within their originating agency until NARA performs disposition.

Has this been developed and has NARA decided what to do with temporary electronic records "at rest?" GSA would like to understand this possible service as soon as possible.

Do you know know of the status of that effort, and is it available to us now?

Thanks in advance,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Re: "Data at rest" storage needs  
**Date:** Wed, 17 Feb 2016 10:54:15 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCUapP5-QATFOj551msAJGchmxGQ3tiWVq-ZVoSQ3e1=rw@mail.gmail.com>  
**MD5:** 771bfbeffe5cc86eed7d6d47b6da38ad

Hello,

I do not, but I know who to ask. I will do so and reply as soon as possible.

Lloyd

On Wed, Feb 17, 2016 at 10:33 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

I'm working on a project where they are decommissioning a large legacy system (NEAR) that has a massive number of closed financial transactions that are awaiting a six-year cycle prior to destruction in accordance with GRS 1.1/010. In other words, we have need for storage of magnetic tapes or "data at rest" until they can be destroyed after October 1, 2022.

In the OMB Directive M-12-18, such a service was being explored by NARA:

A.S. Evaluate the feasibility for secure "data at rest" storage and management services for Federal agency-owned electronic records By December 31 ,2013, NARA will determine the feasibility of establishing a secure cloud-based service to store and manage unclassified electronic records on behalf of agencies. This basic, shared service will adhere to NARA records management regulations and provide standards and tools to preserve records and make them accessible within their originating agency until NARA performs disposition.

Has this been developed and has NARA decided what to do with temporary electronic records "at rest?" GSA would like to understand this possible service as soon as possible.

Do you know know of the status of that effort, and is it available to us now?

Thanks in advance,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
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[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** Robert Smudde - GSA - On Vacation Next week March 18 returning March 28  
**Date:** Thu, 17 Mar 2016 09:41:30 -0400  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, "Williams, David" <david.williams@nara.gov>  
**Message-ID:** <CABjgR01RzOax0KsA540zKWFGD5NdWK-JBAV-\_pVdoi6ZKFT0fQ@mail.gmail.com>  
**MD5:** f0bfb4cdf10dd4ef61b3ea31813a091d

Hi Lloyd and David,

This is just an FYI that I will be out of the office beginning tomorrow (Friday March 18) returning to my office Monday March 28.

If anything important and urgent occurs, please call me on my personal phone at (b) (6)  
Otherwise, I will be checking my messages when I return.

Also, as an FYI, I will be at the Archives II building on April 5. If either of you are around, I would enjoy catching up over lunch, or meeting around 1:00 if that time works.

Thanks again for your assistance,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: NARA Response to GSA Letter re: Army Childcare Subsidy Program  
**Date:** Fri, 26 Feb 2016 08:21:09 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR01VPNJ22\_q3NWpuU5cxq8dFgO\_XLwjMy2PaNH6oqNkZ+g@mail.gmail.com>  
**MD5:** 71e8c77486631bae41f9086ef9b6b1c1

Thanks Lloyd.

Have a great day,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Fri, Feb 26, 2016 at 7:44 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert,

Attached is a copy of the formal correspondence that will be mailed to Ms. Metzler in response to her letter of November 19, 2015. This will go out in today's mail.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Re: Schedule N2-234-13-1  
**Date:** Mon, 7 Mar 2016 10:05:18 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR01hZLUWySr0GzyMbx6tc+xs3W+sr1c3Q96OAbR-i\_DYPA@mail.gmail.com>  
**MD5:** 248260df38a5597071347a5c163ef1b4

Thanks Lloyd!

Have a great day,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Mar 7, 2016 at 10:03 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello,

I wanted to let you know that schedule N2-234-13-1 Reconstruction Finance Corporation Ledgers, was approved and signed by the Archivist on March 2, 2016. Please see the attached copy of the signed schedule. My understanding is that Sarah Farinholt from our accessioning office will be contacting you regarding custody of the records as per the schedule.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Re: Permanent Transfer of GSA Building Drawings and Associated Case Files  
**Date:** Thu, 3 Nov 2016 09:12:20 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)>  
**Cc:** Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Message-ID:** <CABjgR00PdP+uCpmcVRr1TOJYbuWyZzwLevTrnCMkp0LypkZPaw@mail.gmail.com>  
**MD5:** f12ca9207412d777d8d90046544d9e9b

Hi Peter,

Thank you!

The only other thing I need is any guidance you have on what I should put in the "Restrictions" field of the transfer screen in ERA. It is not always clear which building a transfer refers to (descriptions are lacking) and I often do not have paperwork that shows that (box listing or SF 135). Do I select "no restrictions" with the understanding that if access is requested of the records that you'll be checking if the building is the Federal inventory? Do I list the FOIA exemption as a restriction? This lack of records on GSA's side has been an real issue for me. I haven't wanted to transfer these records without explicitly knowing which building is involved, but having met with you, I think you were explaining that the check is always done on your end anyway when you have custody of the records. The alternative is a lengthy process of me digging up what records I can box by box as I have time... which I often don't.

I apologize for not readily remembering the email you previously sent me. It is very good.

I look forward to any guidance you can provide on the issue of restrictions when I do the transfers.

Thank you again,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Thu, Nov 3, 2016 at 8:44 AM, Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)> wrote:  
Robert,

Attached is the email I sent you back in April discussing the process for accessioning architectural drawings and the associated access restriction. Please let me know if you need anything else.

Peter

On Wed, Nov 2, 2016 at 2:17 PM, Robert Smudde - H1F  
<[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
> Hi Lloyd and Peter,  
>

> When I visited with you both last April in College Park, we discussed that  
> NARA does not provide access to the public of the building drawings  
> permanently transferred by GSA if the building is still in the inventory of  
> the Federal Government. I recall you citing a FOIA exemption that is  
> relevant in those cases.  
>  
> I still get questions on this point, and now as I'm working on the Annual  
> Move of Permanent Records, I would be appreciative if you can provide me an  
> email for my records that confirms that point. I would like to transfer as  
> many drawings as possible this year, but want to be certain that I can  
> document that I am properly ensuring their security when giving them to  
> NARA.  
>  
> Thank you,  
>  
> Robert  
>  
> -- --  
> Robert Smudde  
> Agency Records Officer  
> General Services Administration  
> [\(202\) 219-1078](tel:2022191078)  
> [robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Peter F. Brauer  
Supervisory Archivist - Cartographic Section  
National Archives & Records Administration  
(P) (b) (6)

**Subject:** Re: Updated GSA Crosswalk with formatted superseded authorities for each Record Group  
**Date:** Mon, 31 Oct 2016 08:54:19 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Jeremy Schmidt <jeremy.schmidt@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73qiWSD2iQQwjJbE10OUfU77MZpL-wjmy3Zbx4WHrpvsw@mail.gmail.com>  
**MD5:** d458e5a733ee85468113c6e8ed94af98

Yes, with the updated superseded authorities that you did, I would say that the schedule is complete. Thanks for doing it. I followed your guidelines on the other 22 proposed schedules, so I think that they will be consistent. Please forward to secure the needed signatures, and thanks.  
Dave

On Oct 31, 2016 8:32 AM, "Jeremy Schmidt" <[jeremy.schmidt@nara.gov](mailto:jeremy.schmidt@nara.gov)> wrote:

Dave,

We're aiming for consistency across the schedules, so please prepare the crosswalk for the IT Hosting and Shared Services schedule the same as it is being done for the other schedules. I've completed the updates to the superseded authorities in ERA. Would you say that at this point the schedule is complete? If so, I will have the appraisal memo sent for re-approval and also re-send the schedule for final stakeholder review. The *Federal Register* process is complete, but we will send all the schedules for signature at the same time.

JP

On Fri, Oct 28, 2016 at 1:20 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hello,

Based on my conversation with Lloyd, I added the formatted superseding authorities for each record group (121, 137, & 269) with the new format that NARA wishes to see in the ERA submissions: Jeremy, if you'd like me to re-enter all those superseding authorities for RG 352 let me know. I'll probably do that manually within ERA, since there isn't as many items as with other groups.

Disposition Authority (with dashes and leading zeros in the final number) /  
Recordnumber/subnumber/subsubnumber/etc.

Examples

N1-269-87-002 / 70A21/b

NC1-137-77-001 / 60A15/b/1

NC1-137-77-001 / 60A40

A

Additionally, I'm sorting the lists on the Record Group tabs to aid in the review process. The idea is that a records appraiser will view the record types, in order, by common Disposition Authority for each new record type submitted  
(sort by BBS Schedule Number, then by Disposition Authority, then by Original DA Number)

Hope this helps. If you find any typos or duplicated entries, please let me know and I'll correct and send out an update to the only 3 people that get this crosswalk.

Lloyd, for the sake of consistency, I'll go thru all DAAs that have been submitted and put the properly-formatted superseding authorities under each item record. Once completed, I'll submit to Robert Smudde for certification and it will be back in your shop to review. I hope to have the updates completed by mid-next week.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** Re: GSA Supply Catalog collection  
**Date:** Thu, 3 Nov 2016 08:27:17 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Message-ID:** <CABjgR02jR=w9XJ2Gxj4vwPhvL-5NnhwVY9xNTdjvTxq2xuA@mail.gmail.com>  
**MD5:** 1c8f11a125cd2d103167cfb019e529d4

Hi Dave,

Before you do anything with these catalogs, DOJ had an inquiry about old GSA Supply catalogs. I even visited NARA in College Park to see what they had... not much.

Do you have a listing of what catalogs are in the collection? I'd like to run it past the attorney I'm working with to see if there's any interest by DOJ in reviewing them.

Great find!

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Wed, Nov 2, 2016 at 1:40 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hello, Gentlemen,

As you can read in the earlier email string, I have a collection of GSA Supply Catalogs dating back to 1949 that Region 5 (the publishing office) is cleaning out of their office. This collection, while individually temporary records, would be a valuable public document set for identifying items sold to the Government by year and their listed cost. I know that there is no other place this collection resides (Library of Congress doesn't have it, nor does GPO).

We have boxed them up and prepped them for shipping to the Chicago FRC as Temporary Records, but I'd like to propose that we ship the set to NARA as permanent records. Dave Williams suggested that I coordinate this with you two.

What must we do to make that permanent transfer happen? We are under the gun to get these transferred out of this space by December 15th.

The ARCIS transfer number is currently Transfer Number PT-137-2017-0001. You'll find the manifest attached to that transfer.

Thanks in advance,

Dave

Dave Simmons



Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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----- Forwarded message -----

From: **David Williams** <[david.williams@nara.gov](mailto:david.williams@nara.gov)>

Date: Wed, Nov 2, 2016 at 11:13 AM

Subject: Re: GSA Supply Catalog collection

To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Thanks Dave, will do!

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Wed, Nov 2, 2016 at 11:13 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

No problem, David. I talk with both Lloyd and Robert daily. This is a special transfer for a historic collection, scrupulously kept by the originating office.

I'll get in touch with them on this matter and see what we can do.

Thanks for your help, and feel free to contact me next time you are downtown for coffee or a meal.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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On Wed, Nov 2, 2016 at 11:07 AM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Dave,

Great to hear from you. I'll bet those old catalogs are pretty cool. I just spoke with Joe Suster and he said the office which created the catalogs would be responsible for maintaining the record copies, but if I'm reading the schedule correctly it sounds like even the record copies get tossed once they're superseded. If you think they should be permanent we'd need to go through Lloyd Beers via Robert Smudde to update the schedule.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Wed, Nov 2, 2016 at 10:14 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, David,

GSA recently transferred a collection of GSA Supply Catalogs dating back to the early 1950s to present. This collection was previously housed here at the Kluczynski Federal Building until space reduction needs forced us to get rid of the collection. I don't believe that the Federal Government has a complete set of these documents and that the collection itself would be a valuable public document addition to the National Archives as a permanent transfer. Each catalog states what items were made available to each agency for purchase and the purchase price for each year.

Individually, these records have a temporary retention period. The publishing office for these catalogs kept them for answering questions, and historic purchasing requests, even though the retention is classed as "disposable."

17A025	NC1-137-78-02	<p>GSA catalog files. Documents accumulated in preparation of all publications relating to the GSA Supply Catalog and other publications. Included are forms; notations for the record; backup material for adding or changing item descriptions, indexes, and informational pages; manuscripts; proofs; and related records.</p> <p>Retention: Disposable. Destroy on preparation of the next succeeding edition of the catalog or schedule.</p>
--------	---------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TransferNumberP T-137-2017-0001

My questions to you:

1. Can we make this transfer a permanent transfer to NARA as an intact collection for historic purposes? The collection could be housed at either a FARC or Suitland, since these are nationally-produced documents.

2. How should we proceed?

Thanks.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** GSA Question - Website Access Records  
**Date:** Wed, 5 Oct 2016 12:34:50 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR00k2CWGnVtQZn+Fob=-xsYF8TWYM+Xb1kbPoXao263zXQ@mail.gmail.com>  
**MD5:** 6c43598e91865db77079cf0cf82b697a

Hi Lloyd,

The questions below are just the tip of the iceberg of a larger issue.

I am looking at GRS 3.2 / 030 & 031 "System Access Records". I have a team of developers here who want to be able to destroy user's profiles and associated access records in fewer than 6 years.

1. Is there a good definition of "special accountability for access" somewhere or guidance on the issue of access records that I can reference?

2. Is there a schedule somewhere that you are aware of where access records (access and use is by the public) have a disposition of fewer than 6 years that I can use for comparison to what GSA is doing and what our developers want?

Thanks again,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: GSA Question - Website Access Records  
**Date:** Thu, 6 Oct 2016 12:10:03 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCXzA56Y29MjxrTrwRsSc-xQ17Qu1pxFqObpwq3cphccBA@mail.gmail.com>  
**MD5:** 87a1082edd8213021c6ff8d4debf1c5f

Hello Robert,

Question 1: The short answer is no. This was a source of much comment during the review period prior to final approval of the current item. The best I can offer is an excerpt from the final appraisal memo that discusses the appraisal justification:

### **Item 0003: System Access Records-Systems Not Requiring Special Accountability for Access**

The records covered under this item address routine system access by users. The existing GRS 24, item 6b: User Identification, Profiles, Authorizations, and Password Files is just a pointer to GRS 20, item 1c: Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records-Records created to monitor system usage, which is the item being superseded.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary. Files/Records Relating to the Creation; Use, and Maintenance of Computer Systems, Applications, or Electronic Records-Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use, NI-GRS-95-2, item 1c.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention is unchanged from the item it supersedes, GRS 20, item 1c.

**Media Neutrality:** Approved

### **Item 0004: System Access Records - Systems Requiring Special Accountability for Access**

The records covered under this item address system access by users to systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\* Previously approved as temporary. User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures - Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records, NI-GRS-031, item 6a.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. There has been no change to the retention from the current GRS 24, Item 6a, with the exception of approving retention beyond 6 years if needed by agencies to support business use.

**Media Neutrality:** Approved

The intent is to identify Item 0003 (030) records as more or less routine i.e.: These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users.

Item 0004 (031) is intended to allow agencies to identify systems with higher security considerations due to classified material, audit or investigative purposes, such as compliance and law enforcement.

If this is indeed a "tip of the iceberg" situation I/we can route specific questions requesting interpretation to our GRS Team and or NARA General Council. If this topic is formulated enough, I would suggest that you bring it up with Rachel when you next meet for any additional insight or suggestion that she might have going forward.

As far as access records related to public access, if the records as those described in Item 0003, then the indicated disposition "Destroy when business use ceases" would apply. There would be no differentiation between employee or public access use.

It seem that the onus is on the agency to self-identify whether systems are to be covered by GRS 3.2 Item 030 or 031.

If I have not understood your questions correctly, please let me know and I can regroup.

Lloyd

On Wed, Oct 5, 2016 at 12:34 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

The questions below are just the tip of the iceberg of a larger issue.

I am looking at GRS 3.2 / 030 & 031 "System Access Records". I have a team of developers here who want to be able to destroy user's profiles and associated access records in fewer than 6 years.

1. Is there a good definition of "special accountability for access" somewhere or guidance on the issue of access records that I can reference?

2. Is there a schedule somewhere that you are aware of where access records (access and use is by the public) have a disposition of fewer than 6 years that I can use for comparison to what GSA is doing and what our developers want?

Thanks again,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480

**Subject:** Fwd: GSA Supply Catalog collection  
**Date:** Wed, 2 Nov 2016 12:40:39 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr71p8sP+3cwmEdO2Mx7gPP4i188d+WRDhkUzTj3cYtRaAg@mail.gmail.com>  
**MD5:** 8efbafd6572359d0fbf011206a48005d

Hello, Gentlemen,

As you can read in the earlier email string, I have a collection of GSA Supply Catalogs dating back to 1949 that Region 5 (the publishing office) is cleaning out of their office. This collection, while individually temporary records, would be a valuable public documents set for identifying items sold to the Government by year and their listed cost. I know that there is no other place this collection resides (Library of Congress doesn't have it, nor does GPO).

We have boxed them up and prepped them for shipping to the Chicago Federal Records Temporary Records but I'd like to propose that we ship the set to NARA as permanent records. Dave Williams suggested that I coordinate this with you two.

What must we do to make that permanent transfer happen? We are under the gun to get these transferred out of this space by December 15th.

The ARCIS transfer number is currently Transfer Number P T-137-2017-0001. You'll find the manifest attached to that transfer.

Thanks in advance,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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----- Forwarded message -----

From: **David Williams** <[david.williams@nara.gov](mailto:david.williams@nara.gov)>  
Date: Wed, Nov 2, 2016 at 11:13 AM  
Subject: Re: GSA Supply Catalog collection  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Thanks Dave, will do!



David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Wed, Nov 2, 2016 at 11:13 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

No problem, David. I talk with both Lloyd and Robert daily. This is a special transfer for a historic collection, scrupulously kept by the originating office.

I'll get in touch with them on this matter and see what we can do.

Thanks for your help, and feel free to contact me next time you are downtown for coffee or a meal.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

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On Wed, Nov 2, 2016 at 11:07 AM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Dave,

Great to hear from you. I'll bet those old catalogs are pretty cool. I just spoke with Joe Suster and he said the office which created the catalogs would be responsible for maintaining the record copies, but if I'm reading the schedule correctly it sounds like even the record copies get tossed once they're superseded. If you think they should be permanent we'd need to go through Lloyd Beers via Robert Smudde to update the schedule.

Very Respectfully,

Dave



David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
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[Website](#)

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[Twitter](#)

On Wed, Nov 2, 2016 at 10:14 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, David,

GSA recently transferred a collection of GSA Supply Catalogs dating back to the early 1950s to present. This collection was previously housed here at the Kluczynski Federal Building until space reduction needs forced us to get rid of the collection. I don't believe that the Federal Government has a complete set of these documents and that the collection itself would be a valuable public document addition to the National Archives as a permanent transfer. Each catalog states what items were made available to each agency for purchase and the purchase price for each year.

Individually, these records have a temporary retention period. The publishing office for these catalogs kept them for answering questions, and historic purchasing requests, even though the retention is classified as "disposable."

17A025	NC1-137-78-02	GSA catalog files. Documents accumulated in preparation of all publications relating to the GSA Supply Catalog and other publications. Included are forms; notations for the record; backup material for adding or changing item descriptions, indexes, and informational pages; manuscripts; proofs; and related records.  Retention: Disposable. Destroy on preparation of the next succeeding edition of the catalog or schedule.
--------	---------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Transfer Number P T-137-2017-0001

My questions to you:

1. Can we make this transfer a permanent transfer to NARA as an intact collection for historic purposes? The collection could be housed at either a FARC or Suitland, since these are nationally-produced documents.
2. How should we proceed?

**Subject:** Permanent Transfer of GSA Building Drawings and Associated Case Files  
**Date:** Wed, 2 Nov 2016 14:17:51 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Peter Brauer <peter.brauer@nara.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Bcc:** Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CABjgR03iFHGCJEChT=tygdGntxPq1C3c9NNxskfEJwv9jAeFYQ@mail.gmail.com>  
**MD5:** e55ed718fa89b6925d6f90cba60351ca

Hi Lloyd and Peter,

When I visited with you both last April in College Park, we discussed that NARA does not provide access to the public of the building drawings permanently transferred by GSA if the building is still in the inventory of the Federal Government. I recall you citing a FOIA exemption that is relevant in those cases.

I still get questions on this point, and now as I'm working on the Annual Move of Permanent Records, I would be appreciative if you can provide me an email for my records that confirms that point. I would like to transfer as many drawings as possible this year, but want to be certain that I can document that I am properly ensuring their security when giving them to NARA.

Thank you,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: Updated Master Crosswalk  
**Date:** Fri, 21 Oct 2016 10:19:55 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, David Williams <david.williams@nara.gov>  
**Message-ID:** <CADQPRCW0zsaEjF3mzmyMR2c0HTPozBE8GHmRq7HVJ757y2EBpg@mail.gmail.com>  
**MD5:** ee29e8e3d0afe4fb6a97398942d411f3

Good Morning Dave,

Thank you for all your hard work on this. It will be put to good use.

Lloyd

On Fri, Oct 21, 2016 at 10:11 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Gentlemen,

Yesterday, I finished the attached crosswalk. Not only do I have the original disposition items listed out, but

- 1, The record types have been mapped to the current GSA retention schedule
- 2  
. The list identifies those NARA-approved records that have been (or should be) replaced by GRS record types
3. And all is mapped to either GRS or the new proposed Big Bucket Schedules (where the record is not historically withdrawn, deleted, or succeeded by another SF115).

Further,

I took a look at the 01 FRC Holdings report (09/28/16) and have identified which record types (and how many transfers) are currently being held at the FRCs. This will help us as we begin to clean up both the DAs and the actual holdings (much is overdue for destruction due to the TIL). I found typos in the transfers, and have to further research a handful of holdings that have a non-existent record type disposition, but I think we may be able to (once the GSA schedules are approved) clean up/out the FRC holdings quickly and make room for more boxes!

For look up purposes, you can sort and filter the headers on this spreadsheet to identify groups of related records (RG, Original DA, Record # order, or proposed schedule. On tab 2 is the listing of all proposed GSA record types and the current GRS record types (up to Transmittal 26).

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

**Subject:** NARA Monthly Status Report of Appraisal Activity  
**Date:** Fri, 7 Oct 2016 14:29:35 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>  
**Cc:** "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCVhV-zj741-R1tAjh8rChpYcsG0Cvx88yNbXK-abAfbKQ@mail.gmail.com>  
**MD5:** a7480caae2dc89facc8175dbfc382e58

Hello Robert and Dave,

Please see the attached report. Thank you.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Looking for learn more about GSA's schedules in process  
**Date:** Tue, 4 Oct 2016 14:35:22 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** "rachel.bantonkin@nara.gov" <rachel.bantonkin@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR01tDdvAS+bUFT8uFD5T3cCrgNHzdwnEOhRV4DnpQB0yg@mail.gmail.com>  
**MD5:** ba8b4ba868b9930fcf796c350b17f8aa

Hi Rachel,

It was nice to meet with you last August, however, here we are in October and not one component of GSA's flexible "big bucket" schedule has been approved yet. The IG schedule is one that we had minimally expected to be done by now.

I plan to be at the Archives II in College Park next Tuesday (October 11). Would you have a few minutes to catch up me that morning?

I do appreciate your assistance,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: Updated Master Crosswalk  
**Date:** Fri, 21 Oct 2016 09:26:41 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, David Williams <david.williams@nara.gov>  
**Message-ID:** <CAHgHr71MiqoOG9rt-8x14DDL3oA-C5U3uPna0kdRG\_vKv+svA@mail.gmail.com>  
**MD5:** 7d77442c25bb74bdc973e550ed338a18

Hi, Lloyd,

I communicated with with Jeremy Schmidt yesterday (he's reviewing the post-FR RG 352 schedule) and he is turning the proposed schedules back over to me to update the superseding authorities. No problem, since some of those superseding DAs are in RG 269 and RG 137 and didn't show up before this list was compiled.

I'm ready to start putting in the SDAs for the other record groups as well, when you can release the schedules in BBA back to me to update.

Hope all is well on this catch-up Friday.

Dave

Dave Simmons  
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On Fri, Oct 21, 2016 at 9:19 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Good Morning Dave,

Thank you for all your hard work on this. It will be put to good use.

Lloyd

On Fri, Oct 21, 2016 at 10:11 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Gentlemen,

Yesterday, I finished the attached crosswalk. Not only do I have the original disposition items listed out, but

- 1, The record types have been mapped to the current GSA retention schedule
- 2
- . The list identifies those NARA-approved records that have been (or should be) replaced by GRS record types
3. And all is mapped to either GRS or the new proposed Big Bucket Schedules (where the record is not historically withdrawn, deleted, or succeeded by another SF115).

Further,

I took a look at the 01 FRC Holdings report (09/28/16) and have identified which record types (and how many transfers) are currently being held at the FRCs. This will help us as we begin to clean up both the DAs and the actual holdings (much is overdue for destruction due to the TIL). I found typos in the transfers, and have to further research a handful of holdings that have a non-existent record type disposition, but I think we may be able to (once the GSA schedules are approved) clean up/out the FRC holdings quickly and make room for more boxes!

For look up purposes, you can sort and filter the headers on this spreadsheet to identify groups of related records (RG, Original DA, Record # order, or proposed schedule. On tab 2 is the listing of all proposed GSA record types and the current GRS record types (up to Transmittal 26).

Dave

Dave Simmons  
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--

Lloyd A. Beers  
Senior Appraisal Archivist  
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8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Re: Updated GSA Crosswalk with formatted superseded authorities for each Record Group  
**Date:** Mon, 31 Oct 2016 09:32:07 -0400  
**From:** Jeremy Schmidt <jeremy.schmidt@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAKt-b09+vyAZyY03JVKkH-cHRS09\_FQxDuZiO9o55Gw58tD2ng@mail.gmail.com>  
**MD5:** 867c67e4bdd17a939a3216813762f1ad

Dave,

We're aiming for consistency across the schedules, so please prepare the crosswalk for the IT Hosting and Shared Services schedule the same as it is being done for the other schedules. I've completed the updates to the superseded authorities in ERA. Would you say that at this point the schedule is complete? If so, I will have the appraisal memo sent for re-approval and also re-send the schedule for final stakeholder review. The *Federal Register* process is complete, but we will send all the schedules for signature at the same time.

JP

On Fri, Oct 28, 2016 at 1:20 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hello,

Based on my conversation with Lloyd, I added the formatted superseding authorities for each record group (121, 137, & 269) with the new format that NARA wishes to see in the ERA submissions: Jeremy, if you'd like me to re-enter all those superseding authorities for RG 352 let me know. I'll probably do that manually within ERA, since there isn't as many items as with other groups.

Disposition Authority (with dashes and leading zeros in the final number) /  
Record number / subnumber / subsubnumber / etc.

Examples

N1-269-87-002 / 70A21/b

NC1-137-77-001 / 60A15/b/1

NC1-137-77-001 / 60A40

Additionally, I'm sorting the lists on the Record Group tabs to aid in the review process. The idea is that a records appraiser will view the record types, in order, by common Disposition Authority for each new record type submitted (sort by BBS Schedule Number, then by Disposition Authority, then by Original DA Number)

Hope this helps. If you find any typos or duplicated entries, please let me know and I'll correct and send out an update to the only 3 people that get this crosswalk.

Lloyd, for the sake of consistency I'll go thru all DAA that have been submitted and put the properly-formatted superseding authorities under each item record. Once completed, I'll submit to Robert Smudde for certification and it will be back in your shop to review. I hope to have the updates completed by mid-next week.

Dave



**Subject:** Fwd: IG Records 269.4  
**Date:** Tue, 11 Oct 2016 12:22:24 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr714J9a13boft7-vSM18HB2PWLE-yV93eonsRFFBitwMUw@mail.gmail.com>  
**MD5:** b5991c117ad438ced4763aa01feafe02

I believe the schedule in ERA was updated and the revised crosswalk was placed in ERA as an attachment on August 23. This is for the IG records DAA-269-2015-0002.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

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----- Forwarded message -----

From: **Dave Simmons** <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: Tue, Aug 23, 2016 at 9:07 AM  
Subject: Re: IG Records 269.4  
To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Thanks, Lloyd.

On Aug 23, 2016 9:02 AM, "Lloyd Beers" <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hi,

Thank you for the updates. I will contact the ERA help desk and inquire about this. If the crosswalk can be deleted by them (or me), I will contact you and we can delete all of them at once, since they will all be revised in some way. Once this has been done, we can selectively upload the final versions as the schedules are finalized. I will let you know what I find out.

Lloyd

On Tue, Aug 23, 2016 at 9:50 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

Robert and I cannot update the IG Records for GSA Crosswalk in ERA

a. Neither Robert nor I can delete the older version of the Crosswalk as an attachment. That feature is

not available to us.

b. Neither Robert nor I can upload the newest crosswalk with the suggested revisions.

Attached is the updated crosswalk. I also added the "superseded authorities" in accordance with your recommendations and my response to the change memo are listed below. Please contact me if you need more information or clarification.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
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----- Forwarded message -----

From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

Date: Tue, Aug 23, 2016 at 8:36 AM

Subject: Re: IG Records 269.4

To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hi Dave,

ERA does not give me the option to add an attachment to this schedule. Circle back with Lloyd to see if he can/wants to add the attachment or if he needs to do something different that will allow me to add the attachment.

One more complication...

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Aug 22, 2016 at 2:46 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

**Subject:** Re: GSA Question - Website Access Records  
**Date:** Fri, 7 Oct 2016 09:42:18 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR03NzngoOzbjTy5\_cLrsLggqaBs=LnkkQxf\_zbKqEq1ouA@mail.gmail.com>  
**MD5:** 3770d49f425313ab6f561bb55ba1d1ab

Hi Lloyd,

Thank you for your response!

I'll circle back with you next week. Have a great long weekend.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Thu, Oct 6, 2016 at 12:10 PM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert,

Question 1: The short answer is no. This was a source of much comment during the review period prior to final approval of the current item. The best I can offer is an excerpt from the final appraisal memo that discusses the appraisal justification:

#### **Item 0003: System Access Records-Systems Not Requiring Special Accountability for Access**

The records covered under this item address routine system access by users. The existing GRS 24, item 6b: User Identification, Profiles, Authorizations, and Password Files is just a pointer to GRS 20, item 1c: Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records-Records created to monitor system usage, which is the item being superseded.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\*Previously approved as temporary. Files/Records Relating to the Creation; Use, and Maintenance of Computer Systems, Applications, or Electronic Records-Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use, NI-GRS-95-2, item 1c.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. The retention is unchanged from the item it supersedes, GRS 20, item 1c.

**Media Neutrality:** Approved

#### **Item 0004: System Access Records - Systems Requiring Special Accountability for Access**

The records covered under this item address system access by users to systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.

**Proposed Disposition:** Temporary

**Appropriateness of Proposed Disposition:** Appropriate

**Appraisal Justification:**

\* Previously approved as temporary. User Identification, Profiles, Authorizations, and Password Files, EXCLUDING records relating to electronic signatures - Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records, NI-GRS-031, item 6a.

**Adequacy of Proposed Retention Period:** Adequate from the standpoint of legal rights and accountability. There has been no change to the retention from the current GRS 24, Item 6a, with the exception of approving retention beyond 6 years if needed by agencies to support business use.

**Media Neutrality:** Approved

The intent is to identify Item 0003 (030) records as more or less routine i.e.: These are user identification records generated according to preset requirements, typically system generated. A system may, for example, prompt users for new passwords every 90 days for all users.

Item 0004 (031) is intended to allow agencies to identify systems with higher security considerations due to classified material, audit or investigative purposes, such as compliance and law enforcement.

If this is indeed a "tip of the iceberg" situation I/we can route specific questions requesting interpretation to our GRS Team and or NARA General Council. If this topic is formulated enough, I would suggest that you bring it up with Rachel when you next meet for any additional insight or suggestion that she might have going forward.

As far as access records related to public access, if the records as those described in Item 0003, then the indicated disposition "Destroy when business use ceases" would apply. There would be no differentiation between employee or public access use.

It seem that the onus is on the agency to self-identify whether systems are to be covered by GRS 3.2 Item 030 or 031.

If I have not understood your questions correctly, please let me know and I can regroup.

Lloyd

On Wed, Oct 5, 2016 at 12:34 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

The questions below are just the tip of the iceberg of a larger issue.

I am looking at GRS 3.2 / 030 & 031 "System Access Records". I have a team of developers here who want to be able to destroy user's profiles and associated access records in fewer than 6 years.

1. Is there a good definition of "special accountability for access" somewhere or guidance on the issue of access records that I can reference?

2. Is there a schedule somewhere that you are aware of where access records (access and use is by the public) have a disposition of fewer than 6 years that I can use for comparison to what GSA is doing and what our developers want?

Thanks again,

Robert

**Subject:** Out of the Office Re: Fwd: OIG Flexible Schedule Status  
**Date:** Mon, 1 Aug 2016 08:49:11 -0700  
**From:** "Lloyd Beers" <lloyd.beers@nara.gov>  
**To:** robert.smudde@gsa.gov  
**Message-ID:** <CADQPRCWqJaeV1\_7QZgjd=wLdC5D1767ukUi1FvV\_92L\_u0+QZQ@mail.gmail.com>  
**MD5:** bd4ba858c0bf66d1ca060f098401ba4f

I will be back in the office Monday, August 8, 2016.

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Re: Record Group 291 Question - Titan 1 Missile Complex Disposal  
**Date:** Tue, 12 Jul 2016 09:36:02 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Message-ID:** <CABjgR028iTY7tYVAW6o5SydxVRbpgWTCnpW44dd=MzRW2wnk5w@mail.gmail.com>  
**MD5:** 23b16fa15f9e87d0afdaceef001f2fe3

Hi Lloyd,

I've been asked for a status on my search of the RG121 and RG291 records described in an earlier email in this email thread. You mentioned that you would inquire with your San Bruno facility about their existence.

Do you know if they've found the records in question? And if so, is there an index or more detailed listing of what exists in each box (or collection of boxes) so that DOJ can come by and review them for themselves?

Thank you for your help,

Robert

-- --

Robert Smudde  
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(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Jun 21, 2016 at 3:21 PM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert,

I have been in contact with my Research Services Division and they are leaning toward these records being in California. I will inquire with our San Bruno facility and provide an update as soon as possible.

Lloyd

On Fri, Jun 17, 2016 at 11:03 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

Due to some litigation, I'm researching GSA's role in the Military's Titan 1 Missile Complex at Beale AFB in Lincoln California. I'm not finding much in terms of our existing holdings, but nor should I, these old records should have been disposed of by now with the real property disposal records going to NARA. GSA supposedly helped acquire the land for the missile complex around 1959, and, a few years later, had the role of selling some of the silos once they were decommissioned around 1965 or 1966. There were three missile sites, each with three silos. The sites were at Chico, Sutter Buttes, and Lincoln California. Lincoln is the one of most interest.



DOJ specially requested, "all documents relating to purchase, construction, management, operation and disposal of Lincoln complex." For the Chico and Sutter complexes – they want documents relating to operation/management – but at this point they do not require other materials, but they may be useful down the road. As I mentioned, I don't expect that much exists, but when I look at NARA's online guide to their holdings, I see two that interest me:

### **291.3.7 Records of the San Francisco Regional Office, PMDS, GSA Region IX (AZ, CA, HI, NV)**

**Textual Records (in San Francisco):** Real property disposal case files, 1961-73, including case files relating to Alcatraz Island, 1963-73.

and

### **121.4.1 Records concerning land acquisitions and sales by the United States**

**Textual Records:** Correspondence; interfiled photographs, plats, and maps; and other title transfer records pertaining to the disposal of federal surplus property, 1935-61.

Title papers and site registers, including warranty deeds, abstracts and certificates of title, site proposals, and related title papers, 1838-1971 (809 ft.). Real property disposal case files, 1949-58, of PBS (GSA) Region 4 for AL, FL, GA, KY, MS, NC, SC, and TN. Real property disposal case files and other records of the War Assets Administration, 1946-51, and PBS (GSA) Region 9, 1947-59, including CA, AZ, NV, and HI **(in San Francisco)**. Real property project files, 1946-60, and summaries of surplus property, 1950-56, of PBS (GSA) Region 6 for IA, KS, MN, MO, NE, ND, and SD **(in Kansas City)**. Field office records of PBS (GSA) Region I, 1946-76, covering CT, MA, NH, RI, VT, and ME **(in Boston)**.

Is there someone at NARA that I can speak with to learn more detail about what fully exists in the NARA holdings for 121.4.1 to know if any land acquisition records exist for the Titan 1 missile complex near Lincoln California and for 291.3.7 to know if anything relates to GSA's disposal of the complex near Lincoln California? Some records may also exist in the WNRC due to GSA's Central Office involvement.

Ordinarily I just pass DOJ off to NARA, but this time I thought that I'd ask the question myself first to help me know what I need to keep searching for at GSA by knowing what's already at NARA. If by chance, someone from DOJ is already working with you/NARA on this, I'd still be interested in knowing what process I follow in the future to dig into GSA's past as some other issues have come up in my office regarding GSA's history.

Just for your interest, I've attached a jpeg file of the auction advertisement.

Thanks again for your help,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers

**Subject:** Fwd: OIG Flexible Schedule Status  
**Date:** Mon, 1 Aug 2016 11:49:08 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Bcc:** Robert Smudde <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**Message-ID:** <CABjgR01PjP\_V\_fjtDGeBeg48dp7UzHUYOvy\_5K5gLQQwZP1Tcg@mail.gmail.com>  
**MD5:** ec8294f298ffc7d39b577cea9e548015

Hi Lloyd,

I am forwarding a message from our office of Inspector General who is once again inquiring about the status of their schedule. I haven't heard from you in a long while and I hope everything is OK. But it's really important to me that we make some headway on this OIG schedule for GSA.

I am on vacation this week but periodically checking emails. I plan to be at Archives I for a few days later this month. Perhaps we can get together for a coffee or lunch.

Please let me know if there is some headway on this IG stuff so I can have something positive to respond to them.

I appreciate your help,

Robert

----- Forwarded message -----

From: <[chris.langello@gsaig.gov](mailto:chris.langello@gsaig.gov)>  
Date: Monday, August 1, 2016  
Subject: OIG Flexible Schedule Status  
To: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Cc: David Simmons - H1F <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Good morning Robert. My apologies, but I must pester again. Another month has passed since we last inquired as to the status of the schedule at NARA. Keep in mind that as we near the December 31, 2016 M-12-18 deadline for managing email records electronically, having an updated schedule becomes key, should the OIG decide against implementing Capstone. For this reason, please remind NARA of the OIG need to have its updated schedule. Let me know about your efforts. Kind regards, Chris

Chris Langelo  
Evaluations Attorney  
GSA Office of Inspector General  
Office of Inspections and Forensic Auditing (JE)  
Desk: (202) 501-2323  
Mobile: (b) (6)

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From: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
To: Chris Langelo <[chris.langello@gsaig.gov](mailto:chris.langello@gsaig.gov)>,  
Cc: David Simmons - H1F <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: 07/01/2016 07:02 AM  
Subject: Re: OIG Flexible Schedule Status

---

Hi Chris,



I reached out to NARA with your inquiry and have not heard back. It may be that people are on vacation. Regardless, we have given NARA enough time. I will escalate this up the food chain at NARA beginning next week. Although NARA is having problems these days with workloads and turnover, we have been more than cooperative and patient. I'll let you know as soon as I do why this is not complete.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Jun 28, 2016 at 3:10 PM, <[chris.langello@gsaig.gov](mailto:chris.langello@gsaig.gov)> wrote:

Robert and Dave,

I hope this message finds you well. Can I request an update on the status of the OIG's Flexible Schedule submission at NARA? My last notes show that NARA published the proposed schedule in the Federal Register on April 1, 2016, and that when I last checked (May 25, 2016), OAS reported that the comment period had closed but NARA had not provided an update. Can we get NARA to give us an update now?

Kindest regards, Chris

[Chris Langelo](#)  
[Evaluations Attorney](#)  
[GSA Office of Inspector General](#)  
[Office of Inspections and Forensic Auditing \(JE\)](#)  
Desk: [\(202\) 501-2323](#)  
Mobile: (b) (6)

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--

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Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: Fwd: Current Status of DAA-0269-2015-0002  
**Date:** Wed, 10 Aug 2016 14:30:05 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** Chris Langelo <chris.langelo@gsaig.gov>  
**Message-ID:** <CAHgHr72\_-NQRCGrZYM2unJ9F1sipQEPTDD=LiGiZrVJeap-cA@mail.gmail.com>  
**MD5:** b1c9426dc8b81fca807fb2f8cb1872f1

Haven't seen anything today, Chris, but I'll be here the rest of the week. Will process and contact you as soon as I get anything.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Tue, Aug 9, 2016 at 10:23 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

I spoke with Lloyd and I believe he's sending information to Dave Simmons as quickly as he can have it packaged for Dave to respond to.... today or tomorrow is my guess.

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration

[\(202\) 219-1078](tel:(202)219-1078)

[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Aug 9, 2016 at 10:45 AM, <[chris.langelo@gsaig.gov](mailto:chris.langelo@gsaig.gov)> wrote:

Robert, thanks for sharing this information. How soon do you think before NARA/Lloyd sends the questions and additional revision requests? Sound like he has this information already, so all he has to do is provide it to us, which would then allow us to move forward. Kind regards, Chris

Chris Langelo

Evaluations Attorney

GSA Office of Inspector General

Office of Inspections and Forensic Auditing (JE)

Desk: [\(202\) 501-2323](tel:(202)501-2323)

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attachments.

From: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
To: Chris Langelo <[chris.langelo@gsaig.gov](mailto:chris.langelo@gsaig.gov)>,  
Cc: David Simmons - H1F <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: 08/09/2016 10:01 AM  
Subject: Fwd: Current Status of DAA-0269-2015-0002

---

Hi Chris,

Below is an email from Lloyd Beers of NARA regarding your records schedule.

The approval process has been in motion, however, I cannot give a specific completion date.

I'll let you know of additional progress as it occurs.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Tue, Aug 9, 2016 at 9:28 AM  
Subject: Current Status of DAA-0269-2015-0002  
To: Robert Smudde - H1FC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Dave Simmons  
<[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hello Robert and Dave,

The schedule was published in the Federal Register on April 1, 2016. The comment period expired 5/1/2016. NARA received two requests for the schedule. The schedule was submitted for a second round of internal review during the month of June. Based in that review, further questions and requested revisions were received from internal stakeholders. I will put a list of these items together to submit to Dave for review and final revision of the schedule. Once that is accomplished, the schedule will require on final stakeholder review. The schedule will then be sent to the Federal Register requesters for review and comment. Once that process is completed, the schedule can be processed for signature by the Archivist.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100

**Subject:** Re: Fwd: Current Status of DAA-0269-2015-0002  
**Date:** Tue, 9 Aug 2016 10:45:55 -0400  
**From:** chris.langello@gsaig.gov  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <OFE6115A28.0CB0251D-ON8525800A.0050D084-8525800A.00511C35@gsaig.gov>  
**MD5:** 044fdb3bee3f9a8ee4d13c15f843b0f7

Robert, thanks for sharing this information. How soon do you think before NARA/Lloyd sends the questions and additional revision requests? Sound like he has this information already, so all he has to do is provide it to us, which would then allow us to move forward. Kind regards, Chris

Chris Langelo  
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From: Robert Smudde - H1F <robert.smudde@gsa.gov>  
To: Chris Langelo <chris.langello@gsaig.gov>,  
Cc: David Simmons - H1F <david.simmons@gsa.gov>  
Date: 08/09/2016 10:01 AM  
Subject: Fwd: Current Status of DAA-0269-2015-0002

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I'll let you know of additional progress as it occurs.

Robert

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Robert Smudde  
Agency Records Officer  
General Services Administration  
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[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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Lloyd

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Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)

**Subject:** Re: Fwd: Current Status of DAA-0269-2015-0002  
**Date:** Tue, 9 Aug 2016 11:23:34 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Chris Langelo <[chris.langelo@gsaig.gov](mailto:chris.langelo@gsaig.gov)>  
**Cc:** David Simmons - H1F <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
**Message-ID:** <CABjgR00rHvVwvDEMEHSczCnbpn9BAvb=cMjTRLGXBPcHP-g+7Q@mail.gmail.com>  
**MD5:** a8935c1c54763c8d340aa5ed05436325

I spoke with Lloyd and I believe he's sending information to Dave Simmons as quickly as he can have it packaged for Dave to respond to.... today or tomorrow is my guess.

-- --

Robert Smudde  
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(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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Cc: David Simmons - H1F <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
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Date: Tue, Aug 9, 2016 at 9:28 AM  
Subject: Current Status of DAA-0269-2015-0002  
To: Robert Smudde - H1FC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Dave Simmons  
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Lloyd

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Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)

**Subject:** Fwd: Current Status of DAA-0269-2015-0002  
**Date:** Tue, 9 Aug 2016 10:00:56 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Chris Langelo <chris.langelo@gsaig.gov>  
**Cc:** David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CABjgR03GJBPKc5yQsa9bOz3yJ3Ci6-c7XXsevtDwd9dJS5vsUw@mail.gmail.com>  
**MD5:** 039a083886eb583e3d28764d549a24cd

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Robert

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(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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Date: Tue, Aug 9, 2016 at 9:28 AM  
Subject: Current Status of DAA-0269-2015-0002  
To: Robert Smudde - H1FC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

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Lloyd

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Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Current Status of DAA-0269-2015-0002  
**Date:** Tue, 9 Aug 2016 09:28:46 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>  
**Message-ID:** <CADQPRCWLdALeCXJceaBi7im-mXr4noEdM6WUX4wn-d-tFG77tQ@mail.gmail.com>  
**MD5:** 0eec765b277ec69f3b302ecfd79f0f2d

Hello Robert and Dave,

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Lloyd

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Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Fwd: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Thu, 26 May 2016 10:44:05 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Anita Stringfellow - H1F <[Anita.Stringfellow@gsa.gov](mailto:Anita.Stringfellow@gsa.gov)>  
**Message-ID:** <CABjgR03nXoZQxLZ2UbbB5s7u0TOMJSUhJ703FbvEG0U-3uB39Q@mail.gmail.com>  
**MD5:** 93b6dd397e416bb90c6a9f41529f444f

FYI - as we discussed just now

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **David Williams** <[david.williams@nara.gov](mailto:david.williams@nara.gov)>  
Date: Tue, May 24, 2016 at 10:08 AM  
Subject: Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
To: Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)>  
Cc: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>, Verneka Roberts - WPIEA <[verneka.roberts@gsa.gov](mailto:verneka.roberts@gsa.gov)>, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Tyrone Anderson - WPIB <[tyrone.anderson@gsa.gov](mailto:tyrone.anderson@gsa.gov)>

Thanks Frank, I'm looking forward to it.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Tue, May 24, 2016 at 8:28 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Yes - we'll meet at GSA's Regional Office Building (ROB) located at 301 7th St, SW, Washington, DC.

We'll meet in conference room 2021-A (2nd floor), on June 8, 2016 at 8:00 AM.

I'll send an invite soon.

Frank

On Mon, May 23, 2016 at 5:00 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Thanks for sending this. I'll look it over and let you know if I have any questions. Will we be meeting at 301 7th St., SW?

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 23, 2016 at 11:27 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Attached is the completed questionnaire.

Thanks.

Frank

On Tue, May 17, 2016 at 8:44 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

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A meeting on June 8, 2016, at 8:00 AM is perfect.

We'll complete the questionnaire and get this back to you soon.

We are using the attached file as guidance for determining temporary vs. permanent files, and for disposal time limits.

Our files are in two states:

1. Files which the project manager (PM) has boxed and labeled in anticipation of sending them all for archiving (see a sample photo of this condition).
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On Mon, May 16, 2016 at 5:33 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

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Here is a brief summary of what's involved in a Fast Pack:

- | NARA staff coming to your location
- | Boxing your records
- | Creating box lists for your records
- | Preparing SF 135(s) for the transfer of your records to an FRC
- | Palletizing, shipping, receiving, and shelving the records at the FRC.

The attached checklist - along with the volume estimate I'll prepare when I'm there - is what I will need to prepare an estimate for you. Since I'll be coming to your location please don't feel like you have to get everything filled in completely, but you're right that a few answers ahead of time may help speed things up. Here are a few more questions that aren't on the form:

- | Are any of the records we'll be dealing with permanent? If so, are any of the permanent records over-sized (like building drawings)?
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Thanks and please let me know if you have any questions.

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On Mon, May 16, 2016 at 4:07 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Thanks David for your response.

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As far as timing, some space alteration work will begin on the vacated floors soon; the PIC will start occupying our old space August-September.

We do need to have the files disposed of about mid-August.

We'll be glad to start on the questionnaire if this helps the process get moving.

Thanks again.

Frank

On Mon, May 16, 2016 at 2:14 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:  
Frank,

I'm not sure what your time frame is, but if you need something ASAP I can send you a questionnaire and we can get this going through phone and email. However, I'm traveling to Washington both June 6-8, and again June 13-15 so if you'd prefer, I can stop by to discuss the FastPack process and take some measurements to get an estimate together for you. Here is my current availability (all times EDT and on the "or earlier" days, that's the time I'd need to leave by):

- Monday, 6/6: 2:00 p.m. or later
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- Monday, 6/13: 1:30 p.m. or later
- Wednesday, 6/15: 4:00 p.m. or earlier

Please let me know if you have any questions and I look forward to working with you.

Very Respectfully,

Dave

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On Fri, May 13, 2016 at 12:35 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Hello Lloyd and David:

We found your contact information from the Archive.gov Records Management Directors list.

Verneka and I are from GSA Region 11 (National Capital Region), Office of Design & Construction (ODC), Washington, DC.

Our entire office is moving within our building from one floor to another, but our new storage space is severely limited.

ODC has been on the current floor for decades, and we have many boxes and drawers of project files, in various stages of preparation to archive or for disposition.

Our personnel are already physically moving, but we have a few months still to clear-out the current space for the incoming "Presidential Inaugural Committee" or PIC.

We'd love to have someone from NARA come to discuss with us the "FastPack" process or other services, and to get estimate(s) from NARA for possible help.

Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

--

**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Fri, 27 May 2016 14:36:43 -0500  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>  
**Message-ID:** <CAGF6NdbB=FAD0TPp=VZ6P0v+vrdDzyMxvP3fmfUxzCwRgENYQ@mail.gmail.com>  
**MD5:** 74ea26fe92a774ec10904a5c2de908fc

Frank,

This is a huge help, thanks!

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
Cell: (b) (6)

[Website](#)

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On Fri, May 27, 2016 at 12:40 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

I've attached a file here in this email and to the June 8 meeting invite.

This is a pretty good list of what we'd like to look at on June 8 with you.

Thanks.

Frank



On Tue, May 24, 2016 at 10:08 AM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Thanks Frank, I'm looking forward to it.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
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Chicago, IL 60629-5898  
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[Facebook](#)

[Twitter](#)

On Tue, May 24, 2016 at 8:28 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Yes - we'll meet at GSA's Regional Office Building (ROB) located at 301 7th St, SW, Washington, DC.

We'll meet in conference room 2021-A (2nd floor), on June 8, 2016 at 8:00 AM.

I'll send an invite soon.

Frank

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Thank you.

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Frank Palermo  
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US GSA - Office of Design & Construction  
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Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
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**Subject:** Re: Updated Invitation: NARA File & Records Review @ Wed Jun 8, 2016 07:00 - 10:00 (david.williams@nara.gov)  
**Date:** Thu, 7 Jul 2016 15:42:16 -0500  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** marlo.thomas@gsa.gov, shapari.pakroo@gsa.gov, Lloyd Beers <lloyd.beers@nara.gov>, jerusalem.haile@gsa.gov, aryan.nourazar@gsa.gov, kelly.whitmore@gsa.gov, kevin.mckenna@gsa.gov, erica.culler@gsa.gov, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>, steven.p.wright@gsa.gov, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, virginia.moore@gsa.gov, christine.kelly@gsa.gov  
**Message-ID:** <CAGF6NdYN10OTtb3Mb8NtT8+WmTiyhovo5FhgaRSXDSsv0inmCg@mail.gmail.com>  
**MD5:** 31d9e3f8381262f2ff102135711fca60

Frank,

Sorry this has taken so long, but I just learned - in spite of what I said in our meeting - that WNRC handles most DC-are fast pack. The good news is that it should be both easier to coordinate and cheaper (FYI, the estimate I came up with before I learned this was just under \$9,600). The bad news is that WNRC is short-staffed right now so this may be a little challenging to schedule.

I'm working with Chris Pinkney and Channon Harris, the Director and Assistant Director, respectively, and will let you know what I find out and what dates they can support. I'll also come up with a more WNRC-specific estimate.

By the way, I know I made a big deal about invitational travel, but if WNRC can fit this into their schedule that will be moot.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
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On Wed, Jun 15, 2016 at 3:46 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

My apologies, but I am not going to be able to get your estimate until next week. As discussed in last week's meeting I have attached the *Guide to WNRC Services* to this email.

Very Respectfully,

Dave

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Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
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[Twitter](#)

On Fri, May 27, 2016 at 9:31 AM, <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

This event has been changed.

[more details »](#)

### NARA File & Records Review

Meet with NARA to discuss services and estimates for file management.

(b) (6)

*When*

Wed Jun 8, 2016 07:00 – 10:00 Central Time

*Where*

ROB - Room 2021-A (301 7th St., SW,  
Washington, DC 20407) ([map](#))

*Calendar*

[david.williams@nara.gov](mailto:david.williams@nara.gov)

*Who*

[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov) -  
organizer  
[marlo.thomas@gsa.gov](mailto:marlo.thomas@gsa.gov)  
[shapari.pakroo@gsa.gov](mailto:shapari.pakroo@gsa.gov)  
[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)  
[jerusalem.haile@gsa.gov](mailto:jerusalem.haile@gsa.gov)  
[aryan.nourazar@gsa.gov](mailto:aryan.nourazar@gsa.gov)  
[kelly.whitmore@gsa.gov](mailto:kelly.whitmore@gsa.gov)  
[kevin.mckenna@gsa.gov](mailto:kevin.mckenna@gsa.gov)



**Subject:** Re: Record Group 291 Question - Titan 1 Missile Complex Disposal  
**Date:** Tue, 21 Jun 2016 15:21:31 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCVuT4qcMt0dZe0mcJUik+5LN7sF6zTc7DvWL2DpA12zAA@mail.gmail.com>  
**MD5:** 04463e04567fe8ef6c3075fe680afb47

Hello Robert,

I have been in contact with my Research Services Division and they are leaning toward these records being in California. I will inquire with our San Bruno facility and provide an update as soon as possible.

Lloyd

On Fri, Jun 17, 2016 at 11:03 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

Due to some litigation, I'm researching GSA's role in the Military's Titan 1 Missile Complex at Beale AFB in Lincoln California. I'm not finding much in terms of our existing holdings, but nor should I, these old records should have been disposed of by now with the real property disposal records going to NARA. GSA supposedly helped acquire the land for the missile complex around 1959, and, a few years later, had the role of selling some of the silos once they were decommissioned around 1965 or 1966. There were three missile sites, each with three silos. The sites were at Chico, Sutter Buttes, and Lincoln California. Lincoln is the one of most interest.

DOJ specially requested, "all documents relating to purchase, construction, management, operation and disposal of Lincoln complex." For the Chico and Sutter complexes – they want documents relating to operation/management – but at this point they do not require other materials, but they may be useful down the road. As I mentioned, I don't expect that much exists, but when I look at NARA's online guide to their holdings, I see two that interest me:

### **291.3.7 Records of the San Francisco Regional Office, PMDS, GSA Region IX (AZ, CA, HI, NV)**

**Textual Records (in San Francisco):** Real property disposal case files, 1961-73, including case files relating to Alcatraz Island, 1963-73.

and

### **121.4.1 Records concerning land acquisitions and sales by the United States**

**Textual Records:** Correspondence; interfiled photographs, plats, and maps; and other title transfer records pertaining to the disposal of federal surplus property, 1935-61. Title papers and site registers, including warranty deeds, abstracts and certificates of title, site proposals, and related title papers, 1838-1971 (809 ft.). Real property disposal case files, 1949-58, of PBS (GSA) Region 4 for AL, FL, GA, KY, MS, NC, SC, and TN. Real property disposal case files and other records of the War Assets Administration, 1946-51, and PBS (GSA) Region 9, 1947-59, including CA, AZ, NV, and HI (**in San Francisco**). Real property project files, 1946-60, and summaries of surplus property, 1950-56, of PBS (GSA) Region 6 for IA, KS, MN, MO, NE, ND, and SD (**in Kansas City**). Field office records of PBS (GSA) Region I, 1946-76, covering CT, MA, NH, RI, VT, and ME (**in Boston**).

Is there someone at NARA that I can speak with to learn more detail about what fully exists in the NARA holdings for 121.4.1 to know if any land acquisition records exist for the Titan 1 missile complex near Lincoln California and for 291.3.7 to know if anything relates to GSA's disposal of the complex near Lincoln California? Some records may also exist in the WNRC due to GSA's Central Office involvement.

Ordinarily I just pass DOJ off to NARA, but this time I thought that I'd ask the question myself first to help me know what I need to keep searching for at GSA by knowing what's already at NARA. If by chance, someone from DOJ is already working with you/NARA on this, I'd still be interested in knowing what process I follow in the future to dig into GSA's past as some other issues have come up in my office regarding GSA's history.

Just for your interest, I've attached a jpeg file of the auction advertisement.

Thanks again for your help,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Notification: NARA File & Records Review @ Wed Jun 8, 2016 8am - 11am (robert.smudde@gsa.gov)  
**Date:** Wed, 08 Jun 2016 11:50:00 +0000  
**From:** Google Calendar <calendar-notification@google.com>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <001a114ab22ec8ca7d0534c2e776@google.com>  
**MD5:** cfe1191ee930f931a7efec7edab485a1

[more details »](#)

**NARA File & Records Review**

Meet with NARA to discuss services and estimates for file management.  
Conference Bridge Number

(b) (6)

When	Wed Jun 8, 2016 8am – 11am Eastern Time	
Where	ROB - Room 2021-A (301 7th St., SW, Washington, DC 20407) ( <a href="#">map</a> )	
Calendar	robert.smudde@gsa.gov	
Who	OMOO	frank.palermo@gsa.gov - organizer
	OMOO	aryan.nourazar@gsa.gov
	OMOO	marlo.thomas@gsa.gov
	OMOO	kevin.mckenna@gsa.gov
	OMOO	tyrone.anderson@gsa.gov
	OMOO	ov
	OMOO	shapari.pakroo@gsa.gov
	OMOO	kelly.whitmore@gsa.gov
	OMOO	steven.p.wright@gsa.gov
	OMOO	v
	OMOO	jerusalem.haile@gsa.gov
	OMOO	david.williams@nara.gov
	OMOO	verneka.roberts@gsa.gov
	OMOO	v
	OMOO	erica.culler@gsa.gov
	OMOO	christine.kelly@gsa.gov
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	OMOO	ov
	OMOO	lloyd.beers@nara.gov
	OMOO	robert.smudde@gsa.gov
	OMOO	virginia.moore@gsa.gov

*Attachments* [GSA Files - ROB 2nd Floor 5-27-16.pdf](#)

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for notifications on calendar robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)

**Subject:** Re: Record Group 291 Question - Titan 1 Missile Complex Disposal  
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**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR004dhJegEef\_uq=Ehz6FeOPv59JkS-\_yhJsMfxAbN+0w@mail.gmail.com>  
**MD5:** 6777aecf6bee0b08b02923a9c6ea5df6

Thanks Lloyd!

Also, I'm planning to come out to Archives I or II a for a few days in late July or early August to do actually go through the whole research process from identifying records to view to actually having them pulled and taking notes about them or copying them. I have yet to actually get my hands dirty at the Archives and it's about time I do that... but not on this topic for this case.

As always, I really appreciate your help,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Jun 21, 2016 at 3:21 PM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert,

I have been in contact with my Research Services Division and they are leaning toward these records being in California. I will inquire with our San Bruno facility and provide an update as soon as possible.

Lloyd

On Fri, Jun 17, 2016 at 11:03 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

Due to some litigation, I'm researching GSA's role in the Military's Titan 1 Missile Complex at Beale AFB in Lincoln California. I'm not finding much in terms of our existing holdings, but nor should I, these old records should have been disposed of by now with the real property disposal records going to NARA. GSA supposedly helped acquire the land for the missile complex around 1959, and, a few years later, had the role of selling some of the silos once they were decommissioned around 1965 or 1966. There were three missile sites, each with three silos. The sites were at Chico, Sutter Buttes, and Lincoln California. Lincoln is the one of most interest.

DOJ specially requested, "all documents relating to purchase, construction, management, operation and disposal of Lincoln complex." For the Chico and Sutter complexes – they want documents relating to operation/management – but at this point they do not require other materials, but they may be useful down the road. As I mentioned, I don't expect



that much exists, but when I look at NARA's online guide to their holdings, I see two that interest me:

**291.3.7 Records of the San Francisco Regional Office, PMDS, GSA  
Region IX (AZ, CA, HI, NV)**

**Textual Records (in San Francisco):** Real property disposal case files, 1961-73, including case files relating to Alcatraz Island, 1963-73.

and

**121.4.1 Records concerning land acquisitions and sales by the  
United States**

**Textual Records:** Correspondence; interfiled photographs, plats, and maps; and other title transfer records pertaining to the disposal of federal surplus property, 1935-61.

Title papers and site registers, including warranty deeds, abstracts and certificates of title, site proposals, and related title papers, 1838-1971 (809 ft.). Real property disposal case files, 1949-58, of PBS (GSA) Region 4 for AL, FL, GA, KY, MS, NC, SC, and TN. Real property disposal case files and other records of the War Assets Administration, 1946-51, and PBS (GSA) Region 9, 1947-59, including CA, AZ, NV, and HI (**in San Francisco**). Real property project files, 1946-60, and summaries of surplus property, 1950-56, of PBS (GSA) Region 6 for IA, KS, MN, MO, NE, ND, and SD (**in Kansas City**). Field office records of PBS (GSA) Region I, 1946-76, covering CT, MA, NH, RI, VT, and ME (**in Boston**).

Is there someone at NARA that I can speak with to learn more detail about what fully exists in the NARA holdings for 121.4.1 to know if any land acquisition records exist for the Titan 1 missile complex near Lincoln California and for 291.3.7 to know if anything relates to GSA's disposal of the complex near Lincoln California? Some records may also exist in the WNRC due to GSA's Central Office involvement.

Ordinarily I just pass DOJ off to NARA, but this time I thought that I'd ask the question myself first to help me know what I need to keep searching for at GSA by knowing what's already at NARA. If by chance, someone from DOJ is already working with you/NARA on this, I'd still be interested in knowing what process I follow in the future to dig into GSA's past as some other issues have come up in my office regarding GSA's history.

Just for your interest, I've attached a jpeg file of the auction advertisement.

Thanks again for your help,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road

**Subject:** GSA OIG Schedule & flexible bucket schedule  
**Date:** Wed, 20 Jan 2016 09:49:17 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR02epizjVcuVkWddH8q9Fvo5rNA=F+By0N9iYVAvwx6RTUw@mail.gmail.com>  
**MD5:** 2382899fac6e049268300b86192a8039

Hi Lloyd,

I've been getting a lot of questions about our pending schedules. Do you, by chance, have anything beyond the monthly status reports that might give some assurance to my people that the approval process is moving along normally... albeit slowly.

Thank you,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** GSA Requesting One Week Extension Until Friday February 5  
**Date:** Fri, 29 Jan 2016 10:32:26 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** RMSA Team <rmsselfassessment@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Bcc:** Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CABjgR03F4031g2CD2vc50n58=TPCrE5xj5PCcsGHCF6QwezNKA@mail.gmail.com>  
**MD5:** 2e19ab7e2e590a9d777aff8cbc6bb2c4

GSA is still in the process of reviewing it's RMSA answers with management and expect to be complete by next Tuesday, February 2. However, in the event changes are needed, I am requesting an extension until 11.59 pm Friday, February 5th, 2016.

We appreciate your consideration,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Jan 25, 2016 at 2:03 AM, RMSA Team <[noreply@qemailserver.com](mailto:noreply@qemailserver.com)> wrote:

On November 16th, the National Archives and Records Administration (NARA) issued a records management self-assessment for completion by agency Records Officers. The questionnaire focuses on the fundamentals of a sound records management program.

You have until 11.59 pm Friday, January 29th, 2016, to input your answers into the online tool. If you have already completed the RMSA, please ignore this message.

Please contact [rmsselfassessment@nara.gov](mailto:rmsselfassessment@nara.gov) if you have any questions.

Follow this link to the Survey:

[https://archives.qualtrics.com/SE?Q\\_DL=1YckXAhla2dOVON\\_1HsFce0VMjHyIOB\\_MLRP\\_7WY8Kq7DcW\\_Tjk3P&Q\\_CHL=email\\_-](https://archives.qualtrics.com/SE?Q_DL=1YckXAhla2dOVON_1HsFce0VMjHyIOB_MLRP_7WY8Kq7DcW_Tjk3P&Q_CHL=email_-)

**Subject:** Today's SAO Meeting  
**Date:** Thu, 11 Feb 2016 08:18:12 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR02hpvn9TdgmwPVQf0QHZ8ZFPmHQAScy-NXHkfweGmLLg@mail.gmail.com>  
**MD5:** 7a3aaa749dbf068a312a47b0746f0963

Hi Lloyd,

I was just wondering if you'll be at the SAO Meeting today at Archives I?

If so, I thought I'd drop by and say hi.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)



**Subject:** Re: GSA Requesting One Week Extension Until Friday February 5  
**Date:** Fri, 29 Jan 2016 09:26:46 -0800 (PST)  
**From:** rmselfassessment <rmselfassessment@nara.gov>  
**To:** rmselfassessment <rmselfassessment@nara.gov>  
**Cc:** lloyd.beers@nara.gov, robert.smudde@gsa.gov  
**Message-ID:** <3fdabe4c-f6e4-4837-aed5-6f9e497ab45e@nara.gov>  
**MD5:** 08a0daedf492d1181e20a1b18e87cc87

Robert,

We have received your extension request and will grant your agency the additional week to complete the self-assessment and get approvals. We look forward to receiving your agency's response by COB February 5, 2016.

Best,

Stephanie Weaver  
RMSA Team

On Friday, January 29, 2016 at 8:32:28 AM UTC-7, Robert Smudde - H1AC wrote:

GSA is still in the process of reviewing it's RMSA answers with management and expect to be complete by next Tuesday, February 2. However, in the event changes are needed, I am requesting an extension until 11.59 pm Friday, February 5th, 2016.

We appreciate your consideration,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Jan 25, 2016 at 2:03 AM, RMSA Team <[noreply@gemailserver.com](mailto:noreply@gemailserver.com)> wrote:

On November 16th, the National Archives and Records Administration (NARA) issued a records management self-assessment for completion by agency Records Officers. The questionnaire focuses on the fundamentals of a sound records management program.

You have until 11.59 pm Friday, January 29th, 2016, to input your answers into the online tool. If you have already completed the RMSA, please ignore this message.

Please contact [rmselfassessment@nara.gov](mailto:rmselfassessment@nara.gov) if you have any questions.

**Follow this link to the Survey:**

[https://archives.qualtrics.com/SE?Q\\_DL=1YckXAhla2dOVon\\_1HsFce0VMjHylOB\\_MLRP\\_7WY8Kq7DcW\\_Tjk3P&Q\\_CHL=email](https://archives.qualtrics.com/SE?Q_DL=1YckXAhla2dOVon_1HsFce0VMjHylOB_MLRP_7WY8Kq7DcW_Tjk3P&Q_CHL=email)

**Subject:** Re: Today's SAO Meeting  
**Date:** Thu, 11 Feb 2016 08:55:19 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCXN5nJURJoa6zuc0UaNED==fagGM-LeGwmEGqSDdLEPmw@mail.gmail.com>  
**MD5:** 9f1a4e625b53f7369b660288e7649630

Good Morning,

No, I will not be there. I am not customarily included in meetings at that level.

Lloyd

On Thu, Feb 11, 2016 at 8:18 AM, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd,

I was just wondering if you'll be at the SAO Meeting today at Archives I?

If so, I thought I'd drop by and say hi.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** GSA Research Request - Placer County California Property Disposal Records 1968 to 1973  
**Date:** Wed, 31 Aug 2016 10:24:09 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** sanbruno.archives@nara.gov  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Bcc:** Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CABjgR03LXanyMSM51CjG\_PYdycDfw7HWXWWQkr6Kr92RTpbfXg@mail.gmail.com>  
**MD5:** 31734b1070bb604e6e064769ca470c9f

Hi, I am the agency records officer for the General Services Administration. I am currently working with the Department of Justice trying to find some old GSA property disposal case files from between 1968 and 1975. Specifically, I need to find the property disposal records related to the Titan I missile silo that was in Lincoln California (Placer County). The silo was one of three associated with Beale Air Force Base.

Additionally, if you have any other records related to the Titan I missile silo or Lincoln California from between 1960 and 1973, I would be interested in knowing what they are too.

Depending on what you have, my plan is to either have them scanned, and/or for someone from DOJ to fly out and view them in person.

I appreciate your help,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:2022191078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Fwd: NARA Contact for VP Records  
**Date:** Thu, 18 Aug 2016 15:38:05 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR03v9=rxAEuca9SVsktojSGdYGB+Kmfz-Q\_UbS+Wgpb1dQ@mail.gmail.com>  
**MD5:** d6cbf0e13a0b54170af54b9ed8bd3058

Hi Lloyd,

Are you able to answer the question in the email below from GSAs Office of General Counsel?

They just need a name and contact information.

Thanks!

Robert

----- Forwarded message -----

From: **Seth Greenfeld - LG** <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>  
Date: Thursday, August 18, 2016  
Subject: NARA Contact for VP Records  
To: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

(b) (5)



Seth S. Greenfeld  
Senior Assistant General Counsel  
General Law Division, Office of General Counsel  
U.S. General Services Administration  
(202) 501-4560

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**Subject:** Presidential Email Question Contact  
**Date:** Mon, 22 Aug 2016 07:59:53 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR03FQzTqvOU8EW+sDwg8PWV5nPkc=evfC8e6Vv8UOLX\_g@mail.gmail.com>  
**MD5:** 45094e97e33d08a9ae52ed90817e6c36

Hi Lloyd,

I'm following up from my email of last Thursday about who GSA should contact when they have questions about Presidential records. Our General Counsel is specifically looking for a NARA contact. Having looked at the NARA organization chart and descriptions, it seems to me that perhaps the best contact on ANY presidential questions should go to your Office of General Counsel.

I owe my OGC an answer today. If it's possible to reply to me today, I'd really appreciate it. If I don't hear from you (I'll assume you're tied up in the minutia of someone's schedules) I'll pass along NARA's General Counsel, Gary Stern, as the POC for my OGC.

Thanks again for your help,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: Visit to College Park Next Week  
**Date:** Fri, 12 Aug 2016 14:23:29 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Message-ID:** <CABjgR02XsYpLLhqZvpJgvUVnD9NkV0-4c\_jru9yFzWrE8fQbwQ@mail.gmail.com>  
**MD5:** 3520ff7c06a1489e7222e5925d6ba9e1

Great! How about 10:00 Wednesday? I just want to say hi and catch up... 30 minutes, maybe 60 if we grab a coffee.

Robert

On Friday, August 12, 2016, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert,

Wednesday is good. I am in a meeting from 1 pm to 3 pm. Otherwise I can be available.

Lloyd

On Fri, Aug 12, 2016 at 1:59 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
Hi Lloyd,

I'm going to be at College Park next Wednesday and Thursday. If you're around, it would be great to catch up over a coffee or lunch. I'm meeting with Dave Williams of the FRC Thursday for coffee. Other than that my schedule is open. I just want to use the facilities for doing some research first hand to improve my knowledge of the Archive.

Robert

--

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480

**Subject:** Re: Fwd: Current Status of DAA-0269-2015-0002  
**Date:** Thu, 11 Aug 2016 08:21:27 -0400  
**From:** chris.langello@gsaig.gov  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <OFFD7C0841.B5E7D82A-ON8525800C.0043D3D1-8525800C.0043E1FB@gsaig.gov>  
**MD5:** 48dd87af0aacb8df6e81f4ceeb3c5fe7

Robert and Dave, thanks for keeping me appraised of the status. I appreciate your support. Kind regards,  
Chris

Chris Langelo  
Evaluations Attorney  
GSA Office of Inspector General  
Office of Inspections and Forensic Auditing (JE)  
Desk: (202) 501-2323  
Mobile: (b) (6)

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From: Dave Simmons <david.simmons@gsa.gov>  
To: Robert Smudde - H1F <robert.smudde@gsa.gov>,  
Cc: Chris Langelo <chris.langello@gsaig.gov>  
Date: 08/10/2016 03:31 PM  
Subject: Re: Fwd: Current Status of DAA-0269-2015-0002

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Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration  
[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)  
312.353.5253  
[Follow me on Chatter](#)

On Tue, Aug 9, 2016 at 10:23 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
I spoke with Lloyd and I believe he's sending information to Dave Simmons as quickly as he can have it packaged for Dave to respond to.... today or tomorrow is my guess.

-- --  
Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:2022191078)

[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Aug 9, 2016 at 10:45 AM, <[chris.langello@gsaig.gov](mailto:chris.langello@gsaig.gov)> wrote:

Robert, thanks for sharing this information. How soon do you think before NARA/Lloyd sends the questions and additional revision requests? Sound like he has this information already, so all he has to do is provide it to us, which would then allow us to move forward. Kind regards, Chris

[Chris Langelo](#)

Evaluations Attorney

GSA Office of Inspector General

Office of Inspections and Forensic Auditing (JE)

Desk: (202) 501-2323

Mobile: (b) (6)

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From: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

To: Chris Langelo <[chris.langello@gsaig.gov](mailto:chris.langello@gsaig.gov)> ,

Cc: David Simmons - H1F <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Date: 08/09/2016 10:01 AM

Subject: Fwd: Current Status of DAA-0269-2015-0002

---

Hi Chris,

Below is an email from Lloyd Beers of NARA regarding your records schedule.

The approval process has been in motion, however, I cannot give a specific completion date.

I'll let you know of additional progress as it occurs.

Robert

-- --

Robert Smudde

Agency Records Officer

General Services Administration

(202) 219-1078

[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Date: Tue, Aug 9, 2016 at 9:28 AM

Subject: Current Status of DAA-0269-2015-0002

To: Robert Smudde - H1FC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hello Robert and Dave,

The schedule was published in the Federal Register on April 1, 2016. The comment period expired 5/1/2016. NARA received two requests for the schedule. The schedule was submitted



for a second round of internal review during the month of June. Based in that review, further questions and requested revisions were received from internal stakeholders. I will put a list of these items together to submit to Dave for review and final revision of the schedule. Once that is accomplished, the schedule will require on final stakeholder review. The schedule will then be sent to the Federal Register requesters for review and comment. Once that process is completed, the schedule can be processed for signature by the Archivist.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001.  
[\(301\) 837-0480](tel:(301)837-0480)

**Subject:** Re: IG Records 269.4  
**Date:** Tue, 23 Aug 2016 10:02:53 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCVGAwVqhWxZBF=h1L+uKjyZjZ5zv59Qv9WAcXY717F6zQ@mail.gmail.com>  
**MD5:** 3bba5a0dbe3ddff26e0808939c87c35d

Hi,

Thank you for the updates. I will contact the ERA help desk and inquire about this. If the crosswalk can be deleted by them (or me), I will contact you and we can delete all of them at once, since they will all be revised in some way. Once this has been done, we can selectively upload the final versions as the schedules are finalized. I will let you know what I find out.

Lloyd

On Tue, Aug 23, 2016 at 9:50 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

Robert and I cannot update the G Records for GSA Crosswalk in ERA

- a. Neither Robert nor I can delete the older version of the Crosswalk as an attachment. That feature is not available to us.
- b. Neither Robert nor I can upload the newest crosswalk with the suggested revisions.

Attached is the updated crosswalk. I also added the "superseded authorities" in accordance with your recommendations and my responses to the change memo are listed below. Please contact me if you need more information or clarification.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

----- Forwarded message -----

From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Tue, Aug 23, 2016 at 8:36 AM  
Subject: Re: IG Records 269.4

To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hi Dave,

ERA does not give me the option to add an attachment to this schedule. Circle back with Lloyd to see if he can/wants to add the attachment or if he needs to do something different that will allow me to add the attachment.

One more complication...

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Aug 22, 2016 at 2:46 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Please attach to the 269.4 G Record Schedule in ERA when you certify the schedule.

Thanks,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100

**Subject:** Fwd: NARA Contact for VP Records  
**Date:** Mon, 22 Aug 2016 07:56:56 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCXLmTyopsNTX-pJ2xQs2JHZf1Bb86fvSCsvq9TapScX\_w@mail.gmail.com>  
**MD5:** 3f3b44ca8bac9f170f010dddc9111326

Hello Robert,

Our General Counsel's office will contact Mr. Greenfeld. If this turns out to be scheduling question, i.e. GSA records of the VP transition versus actual records of the VP, I will jump in at the appropriate time.

Lloyd

----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Mon, Aug 22, 2016 at 7:52 AM  
Subject: Re: NARA Contact for VP Records  
To: John Laster <[john.laster@nara.gov](mailto:john.laster@nara.gov)>

Hello John,

Thank you.

Lloyd

On Fri, Aug 19, 2016 at 4:27 PM, John Laster <[john.laster@nara.gov](mailto:john.laster@nara.gov)> wrote:

Lloyd:

Sorry for the delay in responding. Gary Stern is going to reach out and talk to Seth Greenfeld.

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On Fri, Aug 19, 2016 at 8:14 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello John,

I am the appraisal archivist for GSA. I received this email from their records officer. I am hoping that you can address this query from the GSA OGC or direct me to the person who can. I appreciate your assistance. Thank you.

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From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
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To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Hi Lloyd,

Are you able to answer the question in the email below from GSAs Office of General Counsel?

They just need a name and contact information.

Thanks!

Robert

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From: **Seth Greenfeld - LG** <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>

Date: Thursday, August 18, 2016

Subject: NARA Contact for VP Records

To: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

(b) (5)



Seth S. Greenfeld  
Senior Assistant General Counsel  
General Law Division, Office of General Counsel  
U.S. General Services Administration  
[\(202\) 501-4560](tel:(202)501-4560)

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--

**Subject:** Re: NARA Contact for VP Records  
**Date:** Mon, 22 Aug 2016 08:10:06 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR01VEk1j+WP=-Z61PjAMf1MsgODvCvcjNWfMhmRvJAUvaA@mail.gmail.com>  
**MD5:** ec3194d60817fdb33787aa01c9070ee0

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Have a great day,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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Date: Thursday, August 18, 2016

Subject: NARA Contact for VP Records

To: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

(b) (5)



Seth S. Greenfeld  
Senior Assistant General Counsel  
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National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Fwd: NARA Monthly Status Report  
**Date:** Fri, 9 Sep 2016 15:11:05 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73z+=NgESYjdZGgE0-uuhDgW+pvyqWji9p1r1Oak8+o-g@mail.gmail.com>  
**MD5:** d176d4616113a3ce07775a08d5eb2299

FYI regarding RG 137.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253  
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From: **Dave Simmons** <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: Fri, Sep 9, 2016 at 3:10 PM  
Subject: Re: NARA Monthly Status Report  
To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Also, in Line 20, the items for record group 137 was also published in the FR on April 1, 2016. I presumed that this met the initial review if published for public comment. Please check on the following and get back to me on that matter.

DAA-0137-2	Federal Acquisitions Service Program	10/23/2015	Beers	Simmons	6/2/2016
015-0001	Records				

Forward  
ed to  
other  
NARA  
units for  
review.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)  
[Follow me on Chatter](#)

On Fri, Sep 9, 2016 at 3:07 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

In reviewing your monthly report, I believe that I have submitted all necessary items for line 18 Records of Office of Inspector General

DAA-0269-2 015-0002	Records of the Office of Inspector General	5/27/2015	Beers	Simmons	8/17/2016	Returned to agency for revision.
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Please review and see if there is anything else you need from me regarding that matter. This item was published in the FR on April 1, 2016, so we are anxious to have these approved.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
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On Fri, Sep 9, 2016 at 1:54 PM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Dave,

Please see the attached NARA monthly Status Report of Records Appraisal Activity.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)

**Subject:** Re: NARA Contact for VP Records  
**Date:** Mon, 22 Aug 2016 08:01:57 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR02dGW7zYqGuCR6gWr2ym\_NRotrfSSZ+iOPkL4ixNDbd-A@mail.gmail.com>  
**MD5:** 71825f723a54226f23baf60b1137d41f

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To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

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Robert

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From: **Seth Greenfeld - LG** <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>

Date: Thursday, August 18, 2016

Subject: NARA Contact for VP Records

To: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

(b) (5)



Seth S. Greenfeld  
Senior Assistant General Counsel  
General Law Division, Office of General Counsel  
U.S. General Services Administration  
[\(202\) 501-4560](tel:(202)501-4560)

**Subject:** Re: Visit to College Park Next Week  
**Date:** Fri, 12 Aug 2016 14:19:09 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCUOKuht-pL-v9AgWDv4h1m8PGYJkaFv4ib-FEXnpixLrg@mail.gmail.com>  
**MD5:** b73f9c7815e08a64d4eb15c756dd1361

Hello Robert,

Wednesday is good. I am in a meeting from 1 pm to 3 pm. Otherwise I can be available.

Lloyd

On Fri, Aug 12, 2016 at 1:59 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
Hi Lloyd,

I'm going to be at College Park next Wednesday and Thursday. If you're around, it would be great to catch up over a coffee or lunch. I'm meeting with Dave Williams of the FRC Thursday for coffee. Other than that my schedule is open. I just want to use the facilities for doing some research first hand to improve my knowledge of the Archive.

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8601 Adelphi Road  
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College Park, MD 20740-6001  
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**Subject:** Re: NARA Monthly Status Report  
**Date:** Fri, 9 Sep 2016 15:07:30 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr72rgtjuLEajhGke-Q1YPprq2Drvja4dz+ZKm=nrkKgeRg@mail.gmail.com>  
**MD5:** 15edab0b02e727ab6511696b998626ed

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DAA-0269-2 015-0002	Records of the Office of Inspector General	5/27/2015	Beers	Simmons	8/17/2016	Returned to agency for revision.
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**Subject:** Re: NARA Contact for VP Records  
**Date:** Mon, 22 Aug 2016 08:48:10 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCWDGo3vaO9V0Hgyy7-ZQvinRhrtbcGV1sELveMafOCY0w@mail.gmail.com>  
**MD5:** 3e25f3cbb7088d77c9f5a1d6e7a50da5

Hello Robert,

Here you go!

<https://www.archives.gov/legal/contact.html>

Lloyd

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**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
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**Message-ID:** <CABjgR02h556T=+S\_GMR5rUVWUYapKNqO5QUc6TNWVNDx2xvzoQ@mail.gmail.com>  
**MD5:** 718a195e7699ec039e8a385f33e4884d

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**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCWQG3H3KZQACsQF-x3U6f0WhK071qPXUEG3UO9rnnvzKoQ@mail.gmail.com>  
**MD5:** 915462f5eabf8085b49210bf89838d6b

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Lloyd

----- Forwarded message -----

From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

Date: Thu, Aug 18, 2016 at 3:38 PM

Subject: Fwd: NARA Contact for VP Records

To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Hi Lloyd,

Are you able to answer the question in the email below from GSAs Office of General Counsel?

They just need a name and contact information.

Thanks!

Robert

----- Forwarded message -----

From: **Seth Greenfeld - LG** <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>

Date: Thursday, August 18, 2016

Subject: NARA Contact for VP Records

To: Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

(b) (5)



Seth S. Greenfeld  
Senior Assistant General Counsel  
General Law Division, Office of General Counsel  
U.S. General Services Administration

**Subject:** Re: Visit to College Park Next Week  
**Date:** Fri, 12 Aug 2016 14:25:05 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCXvTi+KbGJ12Sde=LW9uGcUNOfYno4+qAcaYjscwZovg@mail.gmail.com>  
**MD5:** 248abd45417a44dc7d33ef900193c292

Perfect. I will put in on my calendar.

On Fri, Aug 12, 2016 at 2:23 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
Great! How about 10:00 Wednesday? I just want to say hi and catch up... 30 minutes, maybe 60 if we grab a coffee.

Robert

On Friday, August 12, 2016, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert,

Wednesday is good. I am in a meeting from 1 pm to 3 pm. Otherwise I can be available.

Lloyd

On Fri, Aug 12, 2016 at 1:59 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
Hi Lloyd,

I'm going to be at College Park next Wednesday and Thursday. If you're around, it would be great to catch up over a coffee or lunch. I'm meeting with Dave Williams of the FRC Thursday for coffee. Other than that my schedule is open. I just want to use the facilities for doing some research first hand to improve my knowledge of the Archive.

Robert

--

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:2022191078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:3018370480)

**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Mon, 16 May 2016 17:07:57 -0400  
**From:** Frank Palermo <frank.palermo@gsa.gov>  
**To:** David Williams <david.williams@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CANubsQ30NQNC6KwR4qhEuWR1W8U5fjwV+MH6q6u+g\_+p64Exg@mail.gmail.com>  
**MD5:** 7a5b3dd1eeabbd57f2fd11fa96ea3a02

Thanks David for your response.

The June 8th date is best for us, and we can start early so we are done by 11:00 AM.

As far as timing, some space alteration work will begin on the vacated floors soon; the PIC will start occupying our old space August-September.

We do need to have the files disposed of about mid-August.

We'll be glad to start on the questionnaire if this helps the process get moving.

Thanks again.

Frank

On Mon, May 16, 2016 at 2:14 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

I'm not sure what your time frame is, but if you need something ASAP I can send you a questionnaire and we can get this going through phone and email. However, I'm traveling to Washington both June 6-8, and again June 13-15 so if you'd prefer, I can stop by to discuss the FastPack process and take some measurements to get an estimate together for you. Here is my current availability (all times EDT and on the "or earlier" days, that's the time I'd need to leave by):

- Monday, 6/6: 2:00 p.m. or later
- Tuesday, 6/7: 11:00 a.m. or earlier
- Wednesday, 6/8: 11:00 a.m. or earlier
- Monday, 6/13: 1:30 p.m. or later
- Wednesday, 6/15: 4:00 p.m. or earlier

Please let me know if you have any questions and I look forward to working with you.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Fri, May 13, 2016 at 12:35 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Hello Lloyd and David:

We found your contact information from the Archive.gov Records Management Directors list.

Verneka and I are from GSA Region 11 (National Capital Region), Office of Design & Construction (ODC), Washington, DC.

Our entire office is moving within our building from one floor to another, but our new storage space is severely limited.

ODC has been on the current floor for decades, and we have many boxes and drawers of project files, in various stages of preparation to archive or for disposition.

Our personnel are already physically moving, but we have a few months still to clear-out the current space for the incoming "Presidential Inaugural Committee" or PIC.

We'd love to have someone from NARA come to discuss with us the "FastPack" process or other services, and to get estimate(s) from NARA for possible help.

Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

--

Frank Palermo

**Subject:** Re: Review of a couple GSA schedules  
**Date:** Wed, 18 May 2016 13:36:31 -0400  
**From:** Galen Wilson <galen.wilson@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAJw3zKQ+Y\_dyh3PMqVOQvhEs-pUd-x0BmS3Fv43-Pyav6sdi0w@mail.gmail.com>  
**MD5:** 7c6f9295dd184c70e2ec7eca71f4803a

Dave,

Thanks for this gracious reply. And let me say that it wasn't until I talked with Robert that I had a clue how long this process has been slogging onward. The only date I saw was that the schedules were "certified" in ERA last week! It's always good to know the back story.

(b) (6)



I'll get these edits put into the ERA version and send you a pdf of the schedule with updates. I can't get into ERA for RG 269 myself (long story involving access rights and nobody wanting to bend a rule temporarily) so will have to work thru Lloyd Beers to get this done, but I'll make sure it happens.

Nice to meet you Dave, and I look forward to working with you. Next step is writing the appraisal memos.

Galen

On Wed, May 18, 2016 at 12:06 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Galen,

Robert forwarded your suggestions and attachments. I am the guy who submitted all of the DAs to NARA for appraisal and comments (contact info listed below). If you'd like to contact me directly, I have no problem with that, or you can continue to send to Robert who, in turn, will forward to me.

I have reviewed the suggestions and largely have no problem with the suggestions.

1. The reason I began series descriptions with "This series is concerned with..." was to ensure that this series could be flexible enough to adapt to other records not itemized in the listing. The initial statement was more of a general idea of the record type, with usually the second sentence giving examples of records in that series. I was aiming for consistency in authoring the descriptions across all record types.

2. "Destroy no sooner than" (your suggested insert) was implied in the original format, but if you'd like to make that a norm, I have no problem with adding the language. I was trying to keep things simple, based on advice from both the recent modeled GS instructions and previous NARA records appraiser advice. It seems that flexible scheduling language is confusing to some and others have definite ideas



on an ideal format for that language.

3. Communications Records: 011 - Other Prepared Communication Records: Please change where the sentence reads "Heads of Staff and Services [pl] Offices, and Commissioners." to "Heads of Staff and Service [sing.] Offices, and Commissioners." HSSO (Heads of Staff and Service Offices) is how GSA refers to those individuals. It does not seem consistent, but that is our local vernacular for describing those folks.

4. Same is true for Communications Records 010 - Significant Prepared Communications - Please change "Heads of Staff and Services Offices" to "Heads of Staff and Service Offices."

Thanks for your suggestions. Please feel free to make the changes at your end.

If you do any more schedule appraisals, I have all of the the new record descriptions in a Word format (similar to what you listed) and can send those to you in order to save time at your end.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, May 18, 2016 at 10:11 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Dave,

Please see the attached from NARA. They have divided the schedule review process around to new people. I suspect that this is a "divide and conquer" approach.

As these new people reach out to me, I'll direct them to you so we can get all this stuff wrapped up. Galen's comments are on the attached two schedules.

When all is said and done, let me know how it goes with him.

Thanks,

Robert

-- --

Robert Smudde  
Agency Records Officer

General Services Administration

[\(202\) 219-1078](tel:(202)219-1078)

[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **Galen Wilson** <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)>

Date: Wed, May 18, 2016 at 10:17 AM

Subject: Review of a couple GSA schedules

To: "[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

Robert,

For better or for worse, you have inherited me as the appraiser for two of your schedules currently in the queue in ERA. Specifically:

DAA-0269-2016-0007 (Communications)

DAA-0269-2016-0009 (Human Resources Program)

I've made a number of suggestions for editing these draft schedules. I am pretty sure you can no longer get into ERA to make them yourself (if you concur with them), but we can make them on our side.

I've copied the text out of the pdf from ERA and pasted it into Word documents so I could insert comments and suggest edits right in the text itself. Please look over these documents and let me have your feedback. Some of my suggestions are purely editorial, but others do have substance regarding how the schedules will function.

Best,

Galen

**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Tue, 24 May 2016 09:08:15 -0500  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>  
**Message-ID:** <CAGF6Ndaf=8sH31muf4Bxq\_Lfysn=dm\_UHOxp\_Fn-3KeG4Ppmag@mail.gmail.com>  
**MD5:** bdf9d2c874f9f7e894267b14b9c97704

Thanks Frank, I'm looking forward to it.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
Cell: (b) (6)

[Website](#)

[Facebook](#)

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On Tue, May 24, 2016 at 8:28 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Yes - we'll meet at GSA's Regional Office Building (ROB) located at 301 7th St, SW, Washington, DC.

We'll meet in conference room 2021-A (2nd floor), on June 8, 2016 at 8:00 AM.

I'll send an invite soon.

Frank

On Mon, May 23, 2016 at 5:00 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Thanks for sending this. I'll look it over and let you know if I have any questions. Will we be

meeting at 301 7th St., SW?

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 23, 2016 at 11:27 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Attached is the completed questionnaire.

Thanks.

Frank

On Tue, May 17, 2016 at 8:44 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

A meeting on June 8, 2016, at 8:00 AM is perfect.

We'll complete the questionnaire and get this back to you soon.

We are using the attached file as guidance for determining temporary vs. permanent files, and for disposal time limits.

Our files are in two states:

1. Files which the project manager (PM) has boxed and labeled in anticipation of sending them all for archiving (see a sample photo of this condition).
2. Drawers of project files which have not been prepared. Some are under control of an active PM, and others are "abandoned" and left in place with no active PM.

The contracting officers for each project in the past were responsible for disposing of the official contract files, and the PMs usually added their boxes to the process.

I believe that most of the boxed files or recent files in drawers would be archived, while most of the "abandoned" files would be recycled or shredded.

We are waiting on a shredding contract to be awarded soon to help with the move process.

We have a technical library where we store permanent drawings, the drawings we send to the Archives are usually folded to fit in boxes, but not always, and each project does have drawings.

We will work with our project teams before our meeting to inventory what we have and label them as best we can.

Thanks.

Frank

On Mon, May 16, 2016 at 5:33 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Early on June 8 will be great. Is 8:00 a.m. too early?

Here is a brief summary of what's involved in a Fast Pack:

- | NARA staff coming to your location
- | Boxing your records

| Creating box lists for your records

| Preparing SF 135(s) for the transfer of your records to an FRC

| Palletizing, shipping, receiving, and shelving the records at the FRC.

The attached checklist - along with the volume estimate I'll prepare when I'm there - is what I will need to prepare an estimate for you. Since I'll be coming to your location please don't feel like you have to get everything filled in completely, but you're right that a few answers ahead of time may help speed things up. Here are a few more questions that aren't on the form:

| Are any of the records we'll be dealing with permanent? If so, are any of the permanent records over-sized (like building drawings)?

| Are there temporary records being stored there which are past their disposal date?

Thanks and please let me know if you have any questions.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 16, 2016 at 4:07 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Thanks David for your response.

The June 8th date is best for us, and we can start early so we are done by 11:00 AM.

As far as timing, some space alteration work will begin on the vacated floors soon; the PIC will start occupying our old space August-September.

We do need to have the files disposed of about mid-August.

We'll be glad to start on the questionnaire if this helps the process get moving.

Thanks again.

Frank

On Mon, May 16, 2016 at 2:14 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:  
Frank,

I'm not sure what your time frame is, but if you need something ASAP I can send you a questionnaire and we can get this going through phone and email. However, I'm traveling to Washington both June 6-8, and again June 13-15 so if you'd prefer, I can stop by to discuss the FastPack process and take some measurements to get an estimate together for you. Here is my current availability (all times EDT and on the "or earlier" days, that's the time I'd need to leave by):

- Monday, 6/6: 2:00 p.m. or later
- Tuesday, 6/7: 11:00 a.m. or earlier
- Wednesday, 6/8: 11:00 a.m. or earlier
- Monday, 6/13: 1:30 p.m. or later
- Wednesday, 6/15: 4:00 p.m. or earlier

Please let me know if you have any questions and I look forward to working with you.

Very Respectfully,

Dave

David Williams  
Account Manager  
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7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Fri, May 13, 2016 at 12:35 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Hello Lloyd and David:

We found your contact information from the Archive.gov Records Management Directors list.

Verneka and I are from GSA Region 11 (National Capital Region), Office of Design & Construction (ODC), Washington, DC.

Our entire office is moving within our building from one floor to another, but our new storage space is severely limited.

ODC has been on the current floor for decades, and we have many boxes and drawers of project files, in various stages of preparation to archive or for disposition.

Our personnel are already physically moving, but we have a few months still to clear-out the current space for the incoming "Presidential Inaugural Committee" or PIC.

We'd love to have someone from NARA come to discuss with us the "FastPack" process or other services, and to get estimate(s) from NARA for possible help.

Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:2027087624)

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:2027087624)

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction



**Subject:** Fwd: Records Retention for Delegated Examining Records  
**Date:** Mon, 18 Apr 2016 09:27:55 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73wrrZfTcYpTv075JKgMcnYY58ZHTfo5qxj9H=LKJax3g@mail.gmail.com>  
**MD5:** 03402f6410d76199a91124e77c850c95

Hi, Lloyd,

I was contacted by a GSA HR staff member regarding "Delegated Examining." It appears that this 2007 OPM Handbook claims that all agencies should follow the records retention schedules listed in Appendix C of this document (link provided) which supersedes all other schedules (including GRS?).

I took a look at the current GRS schedule 1 regarding examination and related records to this topic and see a bit of a mismatch in retentions and descriptions (OPM's seem a lot more detailed). Additionally, the OPM Handbook retention instructions seem very dated and confusing.

Here is a link to the Delegated Examining Handbook. [https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo\\_handbook.pdf](https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo_handbook.pdf)

Here are my questions:

1. Is the GRS team working on Human Resources record types (training, and general HR) aware fo this OPM manual and working with them? If not, please forward this manual to the team.
2. If they are aware of this variance, have they mapped out the differences and are working with OPM to resolve?
3. Would the GRS team consider a way to make a bucket of these records (most have a 3 year retention) and greatly simplify HR record keeping?

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

----- Forwarded message -----

From: **Theresa Nickle - CNB** <[theresa.nickle@gsa.gov](mailto:theresa.nickle@gsa.gov)>

Date: Mon, Apr 18, 2016 at 9:06 AM  
Subject: Re: Records Retention for Delegated Examining Records  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Good Morning,

Thanks for the response. Here is a link to the Delegated Examining Handbook.  
[https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo\\_handbook.pdf](https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo_handbook.pdf)

***Theresa Nickle***

Human Resource Specialist  
GSAjobs Team  
Office of Human Resources Management, GSA  
Work: [816-823-5808](tel:816-823-5808)  
Cell: (b) (6)

On Mon, Apr 18, 2016 at 9:01 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Theresa,

Yes, I am the guy to talk to. Is it possible to send me an electronic copy of the Delegated Examining manual for review? I believe I know the answer to your questions, but want to be sure. After that, I can either reply in writing or we can set up a meeting to discuss further. I suspect, from the language you quoted me that this is a very old retention schedule that needs more up-to-date retention instructions that make sense to both us and to the National Archives and Records Administration (NARA).

Additionally, I want to learn a little more about how delegated examining case files are described as a record, since I've never seen anything like this in my work with the HR record types of both GSA and the General Records Schedule (GRS) used by all Federal agencies.

I will be in all this week and next if you want to discuss further.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Apr 13, 2016 at 1:58 PM, Theresa Nickle - CNB <[theresa.nickle@gsa.gov](mailto:theresa.nickle@gsa.gov)> wrote:

Hello Dave,

I got your name from Dawn Smith to help clarify the length of time to keep HR documents. If you are not the correct person and can direct me to the right person, I would appreciate it.

I am on a team that is working on a procurement for a new staff acquisition system. If the current vendor does not win the new contract, we will be required to pay them to have access to the files for the required record retention period. The Delegated Examining case files will be the records that will be required to keep for the longest period of time, however, we are trying to clarify exactly how long we are required to keep these records. The DE Handbook states "Break annually. Destroy two (2) years after break. Retain records for a total of three years." If we break annually and retain for 2 more years, only those records from the beginning of the initial year are retained for 3 years. We need to determine whether we are required to all records for a full 3 years or whether to destroy after the 2 years as indicated.

Could you help in clarifying exactly how long we are required to retain these records. Because we will be required to pay the vendor to have access to the records, we do not want to pay for any additional time than necessary. If you have any question, please feel free to contact me for additional info.

***Theresa Nickle***

Human Resource Specialist  
GSAjobs Team  
Office of Human Resources Management, GSA  
Work: [816-823-5808](tel:816-823-5808)  
Cell: (b) (6)

**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Mon, 23 May 2016 16:00:39 -0500  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>  
**Message-ID:** <CAGF6NdZwZGU+rDKQU9EGCuR4GbWYefb-4tV+x0voaOnaTzPsHA@mail.gmail.com>  
**MD5:** e5877b56eea2528eefccdd7796185681

Frank,

Thanks for sending this. I'll look it over and let you know if I have any questions. Will we be meeting at 301 7th St., SW?

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
Cell: (b) (6)

[Website](#)

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Attached is the completed questionnaire.

Thanks.

Frank

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David,

A meeting on June 8, 2016, at 8:00 AM is perfect.

We'll complete the questionnaire and get this back to you soon.

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We will work with our project teams before our meeting to inventory what we have and label them as best we can.

Thanks.

Frank

On Mon, May 16, 2016 at 5:33 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Early on June 8 will be great. Is 8:00 a.m. too early?

Here is a brief summary of what's involved in a Fast Pack:

- | NARA staff coming to your location
- | Boxing your records
- | Creating box lists for your records
- | Preparing SF 135(s) for the transfer of your records to an FRC
- | Palletizing, shipping, receiving, and shelving the records at the FRC.

The attached checklist - along with the volume estimate I'll prepare when I'm there - is what I will need to prepare an estimate for you. Since I'll be coming to your location please don't feel like you have to get everything filled in completely, but you're right that a few answers ahead of time may help speed things up. Here are a few more questions that aren't on the form:

- | Are any of the records we'll be dealing with permanent? If so, are any of the permanent records over-sized (like building drawings)?
- | Are there temporary records being stored there which are past their disposal date?

Thanks and please let me know if you have any questions.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 16, 2016 at 4:07 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Thanks David for your response.

The June 8th date is best for us, and we can start early so we are done by 11:00 AM.

As far as timing, some space alteration work will begin on the vacated floors soon; the PIC will start occupying our old space August-September.

We do need to have the files disposed of about mid-August.

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Thanks again.

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Hello Lloyd and David:

We found your contact information from the Archive.gov Records Management Directors list.

Verneka and I are from GSA Region 11 (National Capital Region), Office of Design & Construction (ODC), Washington, DC.

Our entire office is moving within our building from one floor to another, but our new storage space is severely limited.

ODC has been on the current floor for decades, and we have many boxes and drawers of project files, in various stages of preparation to archive or for disposition.

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We'd love to have someone from NARA come to discuss with us the "FastPack" process or other services, and to get estimate(s) from NARA for possible help.

Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

--

Frank Palermo



**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Tue, 24 May 2016 09:28:32 -0400  
**From:** Frank Palermo <frank.palermo@gsa.gov>  
**To:** David Williams <david.williams@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>  
**Message-ID:** <CANubsQ3qe9FBLHqCPoAHoCzmxaQGwzuWJMjw4XD6ZT4-36qNDw@mail.gmail.com>  
**MD5:** ab0a0ff4820b6894e0f5935c9ea4f5c7

David,

Yes - we'll meet at GSA's Regional Office Building (ROB) located at 301 7th St, SW, Washington, DC.

We'll meet in conference room 2021-A (2nd floor), on June 8, 2016 at 8:00 AM.

I'll send an invite soon.

Frank

On Mon, May 23, 2016 at 5:00 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Thanks for sending this. I'll look it over and let you know if I have any questions. Will we be meeting at 301 7th St., SW?

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
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[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 23, 2016 at 11:27 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Attached is the completed questionnaire.

Thanks.

Frank

On Tue, May 17, 2016 at 8:44 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

A meeting on June 8, 2016, at 8:00 AM is perfect.

We'll complete the questionnaire and get this back to you soon.

We are using the attached file as guidance for determining temporary vs. permanent files, and for disposal time limits.

Our files are in two states:

1. Files which the project manager (PM) has boxed and labeled in anticipation of sending them all for archiving (see a sample photo of this condition).
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We'd love to have someone from NARA come to discuss with us the "FastPack" process or other services, and to get estimate(s) from NARA for possible help.

Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

**Subject:** Re: Records Retention for Delegated Examining Records  
**Date:** Wed, 20 Apr 2016 08:25:58 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCU34fCr-kdZ7=4vfE3esDKDbS57bZn5Vxpq4kZ8x0NS3Q@mail.gmail.com>  
**MD5:** 31654567faa3ce08f450a03b034af40b

Hello,

I forwarded your query to our GRS Team and below is their response.

The GRS Team is well aware of Appendix C referred to by GSA. Appendix C is actually based on the current GRS, which was developed in conjunction with OPM. There are some variations between the GRS and Appendix C, but we largely put the two document back in sync with upcoming GRS 2.1 (Employee Acquisition Records). A draft of that schedule was sent out over a year ago for agency review and comment. We are stymied at present by OPM's unwillingness to interact with us on rewriting GRSs covering records of personnel work processes. We hope to move this work forward as soon as possible so that we can finish processing new GRS 2.1.

We did not make "a" bucket out of all these records but we combined them into as few items as possible. I think your questioner will be pleased with the reduction in the total number of items.

Galen Wilson  
for the GRS Team

I hope this answers your short term questions. As to when the new GRS would be issued sounds like an unknown.

Best,

Lloyd

On Mon, Apr 18, 2016 at 10:27 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

I was contacted by a GSA HR staff member regarding "Delegated Examining." It appears that this 2007 OPM Handbook claims that all agencies should follow the records retention schedules listed in Appendix C of this document (link provided) which supersedes all other schedules (including GRS?).

I took a look at the current GRS schedule 1 regarding examination and related records to this topic and see a bit of a mismatch in retentions and descriptions (OPM's seem a lot more detailed). Additionally, the OPM Handbook retention instructions seem very dated and confusing.

Here is a link to the Delegated Examining Handbook. [https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo\\_handbook.pdf](https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo_handbook.pdf)

Here are my questions:

1. Is the GRS team working on Human Resources record types (training, and general HR) aware fo this OPM manual and working with them? If not, please forward this manual to the team.
2. If they are aware of this variance, have they mapped out the differences and are working with OPM

to resolve?

3. Would the GRS team consider a way to make a bucket of these records (most have a 3 year retention) and greatly simplify HR record keeping?

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

----- Forwarded message -----

From: **Theresa Nickle - CNB** <[theresa.nickle@gsa.gov](mailto:theresa.nickle@gsa.gov)>  
Date: Mon, Apr 18, 2016 at 9:06 AM  
Subject: Re: Records Retention for Delegated Examining Records  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Good Morning,

Thanks for the response. Here is a link to the Delegated Examining Handbook.  
[https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo\\_handbook.pdf](https://www.opm.gov/policy-data-oversight/hiring-authorities/competitive-hiring/deo_handbook.pdf)

***Theresa Nickle***

Human Resource Specialist  
GSAjobs Team  
Office of Human Resources Management, GSA  
Work: [816-823-5808](tel:816-823-5808)  
Cell: (b) (6)

On Mon, Apr 18, 2016 at 9:01 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Theresa,

Yes, I am the guy to talk to. Is it possible to send me an electronic copy of the Delegated Examining manual for review? I believe I know the answer to your questions, but want to be sure. After that, I can either reply in writing or we can set up a meeting to discuss further. I suspect, from the language you quoted me that this is a very old retention schedule that needs more up-to-date retention instructions that make sense to both us and to the National Archives and Records Administration (NARA).

Additionally, I want to learn a little more about how delegated examining case files are described as a record, since I've never seen anything like this in my work with the HR record types of both GSA and the General Records Schedule (GRS) used by all Federal agencies.

I will be in all this week and next if you want to discuss further.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Apr 13, 2016 at 1:58 PM, Theresa Nickle - CNB <[theresa.nickle@gsa.gov](mailto:theresa.nickle@gsa.gov)> wrote:

Hello Dave,

I got your name from Dawn Smith to help clarify the length of time to keep HR documents. If you are not the correct person and can direct me to the right person, I would appreciate it.

I am on a team that is working on a procurement for a new staff acquisition system. If the current vendor does not win the new contract, we will be required to pay them to have access to the files for the required record retention period. The Delegated Examining case files will be the records that will be required to keep for the longest period of time, however, we are trying to clarify exactly how long we are required to keep these records. The DE Handbook states "Break annually. Destroy two (2) years after break. Retain records for a total of three years." If we break annually and retain for 2 more years, only those records from the beginning of the initial year are retained for 3 years. We need to determine whether we are required to all records for a full 3 years or whether to destroy after the 2 years as indicated.

Could you help in clarifying exactly how long we are required to retain these records. Because we will be required to pay the vendor to have access to the records, we do not want to pay for any additional time than necessary. If you have any question, please feel free to contact me for additional info.

***Theresa Nickle***

Human Resource Specialist  
GSAjobs Team  
Office of Human Resources Management, GSA  
Work: [816-823-5808](tel:816-823-5808)  
Cell: (b) (6)

--



**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Mon, 16 May 2016 13:14:30 -0500  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CAGF6NdaVroH+ROY\_wpjawfGR4VOKNFfKJsUNs37+KYLb=eK14g@mail.gmail.com>  
**MD5:** 372ec5d8302fd9d8667e9366b9f44a73

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Please let me know if you have any questions and I look forward to working with you.

Very Respectfully,

Dave

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Tel: 773-948-9002  
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Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

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Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

**Subject:** Re: Review of a couple GSA schedules  
**Date:** Wed, 18 May 2016 15:05:10 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Galen Wilson <galen.wilson@nara.gov>  
**Cc:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73XdXz7CfJ=EW\_SjVsmvgGx3qOE7OHbEZgO+01ZcZbpqg@mail.gmail.com>  
**MD5:** 52e0a3a7ad59c1fb1c0d21dea3ac9ce3

No problem. I'd like to see these schedules done as soon as possible. I will promise to turn around comments and suggestions quickly so that we won't extend the review and reporting process out any longer than needed.

I've rewritten all of GSA schedules (RGs 269, 121, 137, and 352). I'm hopeful that this comprehensive overhaul of the agency's records will result in simplicity, consistency, and something that we can manage better. A lot of my other projects hinge on a finalized schedule overall (electronic RM, application inventorying, and other issues of HRC cleanup and local office moves throughout the agency).

Thanks for your help in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Wed, May 18, 2016 at 12:36 PM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

Thanks for this gracious reply. And let me say that it wasn't until I talked with Robert that I had a clue how long this process has been slogging onward. The only date I saw was that the schedules were "certified" in ERA last week! It's always good to know the back story.

(b) (6)



I'll get these edits put into the ERA version and send you a pdf of the schedule with updates. I can't get into ERA for RG 269 myself (long story involving access rights and nobody wanting to bend a rule

temporarily) so will have to work thru Lloyd Beers to get this done, but I'll make sure it happens.

Nice to meet you Dave, and I look forward to working with you. Next step is writing the appraisal memos.

Galen

On Wed, May 18, 2016 at 12:06 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Galen,

Robert forwarded your suggestions and attachments. I am the guy who submitted all of the DAs to NARA for appraisal and comments (contact info listed below). If you'd like to contact me directly, I have no problem with that, or you can continue to send to Robert who, in turn, will forward to me.

I have reviewed the suggestions and largely have no problem with the suggestions.

1. The reason I began series descriptions with "This series is concerned with..." was to ensure that this series could be flexible enough to adapt to other records not itemized in the listing. The initial statement was more of a general idea of the record type, with usually the second sentence giving examples of records in that series. I was aiming for consistency in authoring the descriptions across all record types.

2. "Destroy no sooner than" (your suggested insert) was implied in the original format, but if you'd like to make that a norm, I have no problem with adding the language. I was trying to keep things simple, based on advice from both the recent modeled GRS instructions and previous NARA records appraiser advice. It seems that flexible scheduling language is confusing to some and others have definite ideas on an ideal format for that language.

3. Communications Records: 011 - Other Prepared Communication Records: Please change where the sentence reads "Heads of Staff and Services [pl] Offices, and Commissioners." to "Heads of Staff and Service [sing.] Offices, and Commissioners." HSO (Heads of Staff and Service Offices) is how GSA refers to those individuals. It does not seem consistent, but that is our local vernacular for describing those folks.

4. Same is true for Communications Records 010 - Significant Prepared Communications - Please change "Heads of Staff and Services Offices" to "Heads of Staff and Service Offices."

Thanks for your suggestions. Please feel free to make the changes at your end.

If you do any more schedule appraisals, I have all of the the new record descriptions in a Word format (similar to what you listed) and can send those to you in order to save time at your end.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services

U.S. General Services Administration

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[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, May 18, 2016 at 10:11 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Dave,

Please see the attached from NARA. They have divided the schedule review process around to new people. I suspect that this is a "divide and conquer" approach.

As these new people reach out to me, I'll direct them to you so we can get all this stuff wrapped up. Galen's comments are on the attached two schedules.

When all is said and done, let me know how it goes with him.

Thanks,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

----- Forwarded message -----

From: **Galen Wilson** <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)>  
Date: Wed, May 18, 2016 at 10:17 AM  
Subject: Review of a couple GSA schedules  
To: "[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

Robert,

For better or for worse, you have inherited me as the appraiser for two of your schedules currently in the queue in ERA. Specifically:

DAA-0269-2016-0007 (Communications)  
DAA-0269-2016-0009 (Human Resources Program)

I've made a number of suggestions for editing these draft schedules. I am pretty sure you can no longer get into ERA to make them yourself (if you concur with them), but we can make them on our side.

I've copied the text out of the pdf from ERA and pasted it into Word documents so I could insert comments and suggest edits right in the text itself. Please look over these documents and let me have your feedback. Some of my suggestions are purely editorial, but others do have substance regarding how the schedules will function.

Best,

Galen

**Subject:** GSA 2015 SAO Report Submission  
**Date:** Fri, 29 Jan 2016 10:44:14 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** PRMD <PRMD@nara.gov>  
**Cc:** Laurence Brewer <laurence.brewer@nara.gov>  
**Bcc:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CABjgR02Cg1xtR3+pGwT\_0TrXFcA+ZZOiQZVti0tmjuvpRUgxJA@mail.gmail.com>  
**MD5:** 0625be942173e69390de8545e52c296a  
**Attachments:** GSA\_SAO\_Records Management\_FY2015\_Annual Report\_1-29-2016.docx

Attached to this email is the 2015 SAO Report submission by the General Services Administration.

Thank you,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** IG schedule  
**Date:** Mon, 12 Dec 2016 13:20:50 +0000  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** David Simmons <david.simmons@gsa.gov>  
**Message-ID:** <CABjgR00AVcvTvC=enHmo0fBq+9B3YmqVnAzTTWMnkZkZ9+5Oug@mail.gmail.com>  
**MD5:** 347c71f7ddac10e6f6868620fea0117e

Hi Dave,

I just spoke with Lloyd Beers give me a call when you get in and settled this morning.

Robert

--

-- -- Robert Smudde Agency Records Officer General Services Administration (202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)



**Subject:** Re: DAA-0269-2015-0002 Returned for Revision  
**Date:** Wed, 21 Dec 2016 08:29:17 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71uPm5JPWXecXUM8R9\_tP5v1D-gU6MgJ6Vz2r=0EQyx-A@mail.gmail.com>  
**MD5:** 2f3db969332401272a0876b58d076343

Hi, Lloyd,

I updated the G Records submission and sent it along to Robert for certification. He is out of town until Jan. 3rd, I believe. I'll make a note to remind him to certify when he gets back.

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Wed, Dec 21, 2016 at 7:56 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Thanks, I'll make the changes and send you a heads-up. Hopefully, I can get that done today.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Wed, Dec 21, 2016 at 7:33 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Dave,

**Subject:** Re: DAA-0269-2015-0002 Returned for Revision  
**Date:** Thu, 22 Dec 2016 06:38:11 -0500  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR00P6LQ8k-HjapYfeNjoeJ+9qXCVZaTN3f3BFTxCK2dFMA@mail.gmail.com>  
**MD5:** 08c0ff36406761779a8c5f6bacfc2e59

Hi Dave and Lloyd,

I certified the GSA IG Schedule in ERA this morning while checking in on a few things. I'll be back in the office January 3, but still checking my email periodically while out.

Enjoy the holidays,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Wed, Dec 21, 2016 at 9:29 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

I updated the IG Records submission and sent it along to Robert for certification. He is out of town until Jan. 3rd, I believe. I'll make a note to remind him to certify when he gets back.

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Dec 21, 2016 at 7:56 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Thanks, I'll make the changes and send you a heads-up. Hopefully, I can get that done today.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Dec 21, 2016 at 7:33 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Dave,

Thank you for your call. I have returned the schedule.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Re: DAA-0269-2015-0002 Returned for Revision  
**Date:** Thu, 22 Dec 2016 07:49:14 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** Dave Simmons <david.simmons@gsa.gov>  
**Message-ID:** <CADQPRCUErNpjiRvjrEATYqtdZ37Nh7Cy26tuaVZyPe4qm5+LdA@mail.gmail.com>  
**MD5:** af2994025b343c1aa03f2fe3558a6d42

Hello Robert,

Thank you. Got it!

Lloyd

On Thu, Dec 22, 2016 at 6:38 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Dave and Lloyd,

I certified the GSA IG Schedule in ERA this morning while checking in on a few things. I'll be back in the office January 3, but still checking my email periodically while out.

Enjoy the holidays,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Wed, Dec 21, 2016 at 9:29 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

I updated the IG Records submission and sent it along to Robert for certification. He is out of town until Jan. 3rd, I believe. I'll make a note to remind him to certify when he gets back.

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
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[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Dec 21, 2016 at 7:56 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Thanks, I'll make the changes and send you a heads-up. Hopefully, I can get that done today.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Dec 21, 2016 at 7:33 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Dave,

Thank you for your call. I have returned the schedule.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



**Subject:** Re: Stakeholder review of DAA-0269-2016-0007 (Communications)  
**Date:** Fri, 2 Dec 2016 09:38:34 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Galen Wilson <galen.wilson@nara.gov>  
**Cc:** "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>, Andrea Riley <andrea.riley@nara.gov>  
**Message-ID:** <CAHgHr71+3k\_Ut7LvT-f82JwQB6t5J4FqD-0OcntkjlwGkP4+itA@mail.gmail.com>  
**MD5:** e1306cbc75e7e8639fd6155066fca9b8

Comments have come back from our stakeholder units in NARA on DAA-0269-2016-0007 (Communications). Most concern the crosswalk.

(b) (5)



(b) (5)



Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Fri, Dec 2, 2016 at 7:18 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

Comments have come back from our stakeholder units in NARA on DAA-0269-2016-0007 (Communications). Most concern the crosswalk.

(b) (5)



(b) (5)



Please let me know what you can do to fix these issues and we'll move forward.

Thanks,

Galen



**Subject:** Fwd: Stakeholder review of DAA-0269-2016-0007 (Communications)  
**Date:** Thu, 5 Jan 2017 16:21:44 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr70QTshoBKHgwnTMrmO7\_d2+yy+vkMdYAduv8oR1TcffuQ@mail.gmail.com>  
**MD5:** c3e4ebb37140af8b6beccee3aea3d37f

FYI. I managed to get into ERA and update DAA-0269-2016-0007. Please certify in ERA.

Thanks,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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----- Forwarded message -----

From: **Dave Simmons** <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: Thu, Jan 5, 2017 at 4:20 PM  
Subject: Re: Stakeholder review of DAA-0269-2016-0007 (Communications)  
To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Hi, Lloyd,

All fixed and sent to Robert for Certification. It took me 2 months and 30 seconds to get the document and make the fixes. As far as I can tell, these two schedules

DAA-0269-2016-0007  
DAA-0269-2016-0009

have passed the review by Galen and his supervisor, I have made the necessary corrections and they should be back at your office for the next stage.

Thanks for expediting this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer

FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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On Wed, Jan 4, 2017 at 10:26 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Thanks.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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On Wed, Jan 4, 2017 at 10:17 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hi,

No stalemate here. Schedule returned.

Lloyd

On Wed, Jan 4, 2017 at 11:06 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Happy New Year, Galen,

Please contact Lloyd Beers directly to move this schedule to the next level. He can be reached at [301.837.0480](tel:301.837.0480) and is working all this week. I think he can help you more directly than I can.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services

U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Jan 4, 2017 at 9:57 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:  
Dave,

Just touching base to let you know that I have not heard from Lloyd yet on any of this stuff, and the official word is still that I should not do anything at present. So I'm afraid we're in a bit of a stalemate at the moment. I'll happily move these schedules along when I've been given permission to do so.

Galen

On Fri, Dec 9, 2016 at 6:58 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

I was told to hold off doing anything until Lloyd talked with me. He hasn't done that yet. There are parts of this project that I was not aware of (for instance the swapping out of the crosswalks attached to the two schedules I'm appraising for a mega-crosswalk for all the GSA proposed schedules) which had me headed in a different direction.

Truly, Dave, it would be easier for me to put those edits into ERA if I know what they are. I can do it in about 5 minutes. In order for you to do it, it requires me going into ERA to return the schedule to GSA, then you to go into ERA to do the edits, then Robert to go into ERA to recertify the schedule before I have it back. If you really, really, really want it back, I will send it to you, but it seems an unnecessarily large number of steps just to make a couple of edits.

By the way, I have been told that even if I finish up the appraisal on these two jobs, I am not to send them for the Archivist's signature, but rather wait until all the GSA jobs are ready to go in unison. So there might not be a great rush right now. I won't know that until I talk with Lloyd.

Galen

On Thu, Dec 8, 2016 at 5:00 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Galen,

I was in ERA and still do not have the ability to update the schedule and fix the issues itemized above. If you could do that, I will fix and pop you an email once completed and ready for your review.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer

FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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On Fri, Dec 2, 2016 at 9:40 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Oops. Forgot attachment.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Fri, Dec 2, 2016 at 9:38 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Comments have come back from our stakeholder units in NARA on DAA-0269-2016-0007 (Communications).  
Most concern the crosswalk.

(b) (5)



(b) (5)



Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Fri, Dec 2, 2016 at 7:18 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

Comments have come back from our stakeholder units in NARA on DAA-0269-2016-0007 (Communications). Most concern the crosswalk.

(b) (5)



Please let me know what you can do to fix these issues and we'll move forward.

Thanks,

Galen

--

**Subject:** Re: Permanent Transfer of GSA Building Drawings and Associated Case Files  
**Date:** Thu, 3 Nov 2016 11:01:19 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Peter Brauer <peter.brauer@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR01FjMbjeNBmEhce8kPOT64VwYycRj12gEHjxp0D2Ctqnw@mail.gmail.com>  
**MD5:** 25e5255a5f5d9303263237ba57c6ce9c

Hi Peter,

I'll do some research on my end to see what I can do.

Thank you for your close attention to the details!

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Thu, Nov 3, 2016 at 10:31 AM, Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)> wrote:  
Robert,

I looked back through my notes from our April meeting after we talked this morning and want to clarify one point.

(b) (5)



Sorry for any confusion on this.

Peter

On Thu, Nov 3, 2016 at 8:44 AM, Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)> wrote:

> Robert,

>

> Attached is the email I sent you back in April discussing the process  
> for accessioning architectural drawings and the associated access  
> restriction. Please let me know if you need anything else.

>

> Peter

>

> On Wed, Nov 2, 2016 at 2:17 PM, Robert Smudde - H1F

> <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

>> Hi Lloyd and Peter,

>>

>> When I visited with you both last April in College Park, we discussed that  
>> NARA does not provide access to the public of the building drawings  
>> permanently transferred by GSA if the building is still in the inventory of  
>> the Federal Government. I recall you citing a FOIA exemption that is  
>> relevant in those cases.

>>

>> I still get questions on this point, and now as I'm working on the Annual  
>> Move of Permanent Records, I would be appreciative if you can provide me an  
>> email for my records that confirms that point. I would like to transfer as  
>> many drawings as possible this year, but want to be certain that I can  
>> document that I am properly ensuring their security when giving them to  
>> NARA.

>>

>> Thank you,

>>

>> Robert

>>

>> -- --

>> Robert Smudde

>> Agency Records Officer

>> General Services Administration

>> [\(202\) 219-1078](tel:2022191078)

>> [robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

>

>

>

> --

> Peter F. Brauer

> Supervisory Archivist - Cartographic Section

> National Archives & Records Administration

> (P) (b) (6)

--

Peter F. Brauer

Supervisory Archivist - Cartographic Section

National Archives & Records Administration

(P) (b) (6)



**Subject:** Re: Re: Pls check ERA  
**Date:** Mon, 7 Nov 2016 09:34:49 -0500  
**From:** Galen Wilson <galen.wilson@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>  
**Message-ID:** <CAJw3zKTjxSw5i8t5Hvp0ZDJ2JTJZpb9MqyQZuGQwS1WgQ4OiRA@mail.gmail.com>  
**MD5:** a91a27551cdb8aa9de01b870c66758ba

I've sent the schedule and my Draft 2 of the appraisal to my supervisor. The clock moves forward.

On Mon, Nov 7, 2016 at 9:33 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Thanks, Galen,

That's fine. Please forward to the proper folks at NARA for final processing.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Mon, Nov 7, 2016 at 8:30 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

Here you go. GRS superseded items added to items 021 and 031.

Galen

On Mon, Nov 7, 2016 at 9:16 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Fyi.

----- Forwarded message -----

From: "Robert Smudde - H1F" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Nov 7, 2016 7:34 AM  
Subject: Re: Pls check ERA  
To: "Dave Simmons" <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Cc:

I received, and certified, DAA-0269-2016-0007.

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Nov 7, 2016 at 8:13 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, can you check this morning to see if those limbo SF115S landed in your inbox? I am on the train, but will check when I get in.

Tia,

Dave

**Subject:** Re: GSA Unique Records Retention Requirements  
**Date:** Wed, 28 Dec 2016 13:22:59 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAADcavqDHieRmS-U2mNaLw3k=y5gsgLTQ-ebTmNYzqc\_RnfJUA@mail.gmail.com>  
**MD5:** 4718f1e194a3f810c9ee1175f054fd9f

Thanks for this additional input Robert. Yes, Dave mentioned this work with the GRS team at NARA when I was discussing this with him. I think Dave is going to reach out to Nicholas regarding this additional followup.

I hope you are enjoying your time off.

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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On Wed, Dec 28, 2016 at 1:14 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi travis I am between lunch and dessert with my daughter and just happened to look at my email when it beeped.

With regard to disposition authorities for contracting, I suggest you ask Dave Simmons to connect **Nicholas West** With the GRS team at NARA that owns GRS 1.0. Each GRS has a team at NARA that is responsible for it. The GRS team responsible for the contracting dispositions did a great deal of work one or two years ago. If I recall correctly, they worked with the FAR team and with other agencies to develop what is now the current GRS for contracting - in NARA transmittal 24 (I think). Nicholas' team may be finding new requirements, or they may be finding requirements that were passed on for other reasons.

I think that before you me and Dave etc. get involved with new requirements, that Nicholas West and his people talk with the NARA GRS team. If Dave does not know how to connect directly with the GRS team, he can connect them through our liaison at NARA, Lloyd Beers.

I'll be working again next Tuesday and I'm happy to follow up on this again then.

Robert

On Wed, Dec 28, 2016 at 12:40 PM Travis Lewis - H1F <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)> wrote:

Good afternoon Dave,

Hope you had an excellent Christmas Holiday. Please see the question below from Nicholas. Are you

aware of any additional GSA agency-specific records retention requirements other than the 6 year requirement in FAR subpart 4.8? I am not off the top of my head, however, GSA does have an enormous stake in contracts and maybe we have developed some additional internal retention guidance or policy.

Thank you,  
Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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[Learn more about GSA.](#)

----- Forwarded message -----

From: **Travis Lewis - H1F** <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>  
Date: Wed, Dec 28, 2016 at 12:30 PM  
Subject: Re: GSA Unique Records Retention Requirements

To: Nicholas West - M1V1AC <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)>  
Cc: "Robert Smudde (IEC)" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Deborah Lague - H1FC <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)>, Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>, Duane Smith <[duane.smith@gsa.gov](mailto:duane.smith@gsa.gov)>, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Thank you Nicholas and Seth.

My team and I will look into this further for you Nicholas to see if we have any official GSA agency-specific records retention requirements other than the 6 year requirement in FAR subpart 4.8. We will get back to you as soon as possible. Thank you,

Travis Lewis  
Director  
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fyi including the attachment too...

Nicholas West  
Director  
GSA Acquisition Policy Division  
Office of Governmentwide Policy

General Services Administration

Phone: [703.605.2834](tel:703.605.2834)

----- Forwarded message -----

From: **Nicholas West - M1V1AC** <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)>

Date: Wed, Dec 28, 2016 at 12:06 PM

Subject: Re: GSA Unique Records Retention Requirements

To: Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>

Cc: Duane Smith <[duane.smith@gsa.gov](mailto:duane.smith@gsa.gov)>, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Travis Lewis - H1F <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>

Great, thanks!

Nicholas West

Director

GSA Acquisition Policy Division

Office of Governmentwide Policy

General Services Administration

Phone: [703.605.2834](tel:703.605.2834)

On Wed, Dec 28, 2016 at 11:56 AM, Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)> wrote:

Good morning. I copied Robert Smudde and Travis Lewis on this e-mail as they are responsible for GSA's records program. If there is anything special in GSA's retention schedule, Robert is the person with whom you want to work.

Seth S. Greenfeld

Senior Assistant General Counsel

General Law Division, Office of General Counsel

U.S. General Services Administration

[\(202\) 501-4560](tel:202.501.4560)

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On Wed, Dec 28, 2016 at 11:19 AM, Nicholas West - M1V1AC <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)> wrote:

Duane, Seth,

I just spoke with Claudia and she thought you might be the ones best able to point me in the right direction on my inquiry...

I represent Jeff Koses on the Procurement Committee for eGov (PCE) - the government governance body for acquisition systems (e.g. SAM, FBO, FPDS). The committee is looking to engage with NARA on records retention requirements for contract files and are asking agencies if they have any agency-specific records retention requirements other than the 6 year requirement in FAR subpart 4.8.

DoD provided the attached ppt that shows examples of some of their unique requirements.

I don't think GSA has anything like this since we don't have anything in GSAM 504.8, but I wanted to check to see if you are aware of anything that I'm not.

Thanks,

Nicholas West  
Director  
GSA Acquisition Policy Division  
Office of Governmentwide Policy

General Services Administration  
Phone: [703.605.2834](tel:703.605.2834)

--

-- -- Robert Smudde Agency Records Officer General Services Administration ([202](tel:202.219.1078)) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: GSA Unique Records Retention Requirements  
**Date:** Wed, 28 Dec 2016 18:14:58 +0000  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**Message-ID:** <CABjgR02uipF59MuFX7yf\_+i43gVNDyfMMBojkkRDfFe=CC8BmA@mail.gmail.com>  
**MD5:** d9fdbd9570247c1bcf40f34de27e691d

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Date: Wed, Dec 28, 2016 at 12:30 PM  
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To: Nicholas West - M1V1AC <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)>  
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Great, thanks!

Nicholas West  
Director



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Senior Assistant General Counsel  
General Law Division, Office of General Counsel  
U.S. General Services Administration  
[\(202\) 501-4560](tel:202.501.4560)

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DoD provided the attached ppt that shows examples of some of their unique requirements.

I don't think GSA has anything like this since we don't have anything in GSAM 504.8, but I wanted to check to see if you are aware of anything that I'm not.

**Subject:** Re: Permanent Transfer of GSA Building Drawings and Associated Case Files  
**Date:** Thu, 3 Nov 2016 09:15:11 -0400  
**From:** Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
**To:** Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)>, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
**Message-ID:** <CABjgR014tiws7Kh\_U9meFBUus5CaZM-ww-yYhqSpPNC41c1qYA@mail.gmail.com>  
**MD5:** fe0aaf790c5ac9974354f964d2f96dc4

OK,

I reread your email more slowly this second time AFTER sending you my response. Clearly not enough coffee.

But, just as double check... I'm ok to put the FOIA restriction on all of the transfers?

Thanks again... sorry I'm a bit confused... it's just me in this job and I'm swamped...

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Wed, Nov 2, 2016 at 2:17 PM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Lloyd and Peter,

When I visited with you both last April in College Park, we discussed that NARA does not provide access to the public of the building drawings permanently transferred by GSA if the building is still in the inventory of the Federal Government. I recall you citing a FOIA exemption that is relevant in those cases.

I still get questions on this point, and now as I'm working on the Annual Move of Permanent Records, I would be appreciative if you can provide me an email for my records that confirms that point. I would like to transfer as many drawings as possible this year, but want to be certain that I can document that I am properly ensuring their security when giving them to NARA.

Thank you,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: Re: Pls check ERA  
**Date:** Mon, 7 Nov 2016 08:33:30 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Galen Wilson <galen.wilson@nara.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71zOjskbRrqEc5czR=cbAnNjfmUyk=d0BLeHitp80agZQ@mail.gmail.com>  
**MD5:** e78620fdf8de22cbc3d537e0865707ad

Thanks, Galen,

That's fine. Please forward to the proper folks at ~~NARA~~ for final processing.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Mon, Nov 7, 2016 at 8:30 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

Here you go. GRS superseded items added to items 021 and 031.

Galen

On Mon, Nov 7, 2016 at 9:16 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Fyi.

----- Forwarded message -----

From: "Robert Smudde - H1F" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Nov 7, 2016 7:34 AM  
Subject: Re: Pls check ERA  
To: "Dave Simmons" <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Cc:

I received, and certified, DAA-0269-2016-0007.

-- --

Robert Smudde

Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Nov 7, 2016 at 8:13 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, can you check this morning to see if those limbo SF115S landed in your inbox? I am on the train, but will check when I get in.

Tia,

Dave

**Subject:** Re: Permanent Transfer of GSA Building Drawings and Associated Case Files  
**Date:** Thu, 3 Nov 2016 10:31:06 -0400  
**From:** Peter Brauer <peter.brauer@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** "Beers, Lloyd" <lloyd.beers@nara.gov>  
**Message-ID:** <CACsfRGm4cyunKTdYhWmK-PcZz0zNZv\_f9h6q2emS4FPZDvXG5Q@mail.gmail.com>  
**MD5:** d85531e7fe3edf0600b3f8c5fa20cb9c

Robert,

I looked back through my notes from our April meeting after we talked this morning and want to clarify one point.

(b) (5)



Sorry for any confusion on this.

Peter

On Thu, Nov 3, 2016 at 8:44 AM, Peter Brauer <peter.brauer@nara.gov> wrote:

> Robert,

>

> Attached is the email I sent you back in April discussing the process  
> for accessioning architectural drawings and the associated access  
> restriction. Please let me know if you need anything else.

>

> Peter

>

> On Wed, Nov 2, 2016 at 2:17 PM, Robert Smudde - H1F

> <robert.smudde@gsa.gov> wrote:

>> Hi Lloyd and Peter,

>>

>> When I visited with you both last April in College Park, we discussed that  
>> NARA does not provide access to the public of the building drawings  
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>>  
>> Thank you,  
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>> Robert  
>>  
>> -- --  
>> Robert Smudde  
>> Agency Records Officer  
>> General Services Administration  
>> (202) 219-1078  
>> robert.smudde@gsa.gov  
>  
>  
>  
> --  
> Peter F. Brauer  
> Supervisory Archivist - Cartographic Section  
> National Archives & Records Administration  
> (P) (b) (6)

--  
Peter F. Brauer  
Supervisory Archivist - Cartographic Section  
National Archives & Records Administration  
(P) (b) (6)

**Subject:** Re: GSA Supply Catalog collection  
**Date:** Thu, 3 Nov 2016 08:52:04 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71NWK1HRrz3iDw37o=-ohXxi9uFg3jTPN=P=JK7kc0QSQ@mail.gmail.com>  
**MD5:** 497ec826951263cd05ebbb12a18bc03c

I put in a request for the order. I suspect the FRC personnel erased the transfer in ARCIS, but the Liaison has a local copy.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Thu, Nov 3, 2016 at 7:27 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Dave,

Before you do anything with these catalogs, DOJ had an inquiry about old GSA Supply catalogs. I even visited NARA in College Park to see what they had... not much.

Do you have a listing of what catalogs are in the collection? I'd like to run it past the attorney I'm working with to see if there's any interest by DOJ in reviewing them.

Great find!

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Wed, Nov 2, 2016 at 1:40 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hello, Gentlemen,

As you can read in the earlier email string, I have a collection of GSA Supply Catalogs dating back to 1949 that Region 5 (the publishing office) is cleaning out of their office. This collection, while individually temporary records, would be a valuable public document set for identifying items sold to the Government by year and their listed cost. I know that there is no other place this collection resides (Library of Congress doesn't have it, nor does GPO).

We have boxed them up and prepped them for shipping to the Chicago FRC as Temporary Records, but I'd like to propose that we ship the set to NARA as permanent records. Dave Williams suggested that I coordinate this with you two.

What must we do to make that permanent transfer happen? We are under the gun to get these transferred out of this space by December 15th.

The ARCIS transfer number is currently Transfer Number PT-137-2017-0001. You'll find the manifest attached to that transfer.

Thanks in advance,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

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Date: Wed, Nov 2, 2016 at 11:13 AM  
Subject: Re: GSA Supply Catalog collection  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Thanks Dave, will do!

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)



[Facebook](#)

[Twitter](#)

On Wed, Nov 2, 2016 at 11:13 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

No problem, David. I talk with both Lloyd and Robert daily. This is a special transfer for a historic collection, scrupulously kept by the originating office.

I'll get in touch with them on this matter and see what we can do.

Thanks for your help, and feel free to contact me next time you are downtown for coffee or a meal.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

On Wed, Nov 2, 2016 at 11:07 AM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Dave,

Great to hear from you. I'll bet those old catalogs are pretty cool. I just spoke with Joe Suster and he said the office which created the catalogs would be responsible for maintaining the record copies, but if I'm reading the schedule correctly it sounds like even the record copies get tossed once they're superseded. If you think they should be permanent we'd need to go through Lloyd Beers via Robert Smudde to update the schedule.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)

Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Wed, Nov 2, 2016 at 10:14 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, David,

GSA recently transferred a collection of GSA Supply Catalogs dating back to the early 1950s to present. This collection was previously housed here at the Kluczynski Federal Building until space reduction needs forced us to get rid of the collection. I don't believe that the Federal Government has a complete set of these documents and that the collection itself would be a valuable public document addition to the National Archives as a permanent transfer. Each catalog states what items were made available to each agency for purchase and the purchase price for each year.

Individually, these records have a temporary retention period The publishing office for these catalogs kept them for answering questions, and historic purchasing requests, even though the retention is classed as "disposable."

17A025	NC1-137-78-02	<p>GSA catalog files. Documents accumulated in preparation of all publications relating to the GSA Supply Catalog and other publications. Included are forms; notations for the record; backup material for adding or changing item descriptions, indexes, and informational pages; manuscripts; proofs; and related records.</p> <p>Retention: Disposable. Destroy on preparation of the next succeeding edition of the catalog or schedule.</p>
--------	---------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Transfer Number PT-137-2017-0001

My questions to you:

1. Can we make this transfer a permanent transfer to NARA as an intact collection for historic purposes? The collection could be housed at either a FARC or Suitland, since these are nationally-produced documents.
2. How should we proceed?

Thanks.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

**Subject:** Arriving early  
**Date:** Tue, 5 Apr 2016 09:20:01 -0400  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** lloyd.beers@nara.gov  
**Message-ID:** <4597642161693792344@unknownmsgid>  
**MD5:** c34109998734cab9f5f4368cf29902d

Hi Lloyd,

I'm going to be arriving early. I think I'm only about 15 minutes away. Traffic was not much of a problem. Any chance we can catch up a little bit before our 10:30 meeting? Or just grab a coffee before it?

Robert

Sent from my iPhone

**Subject:** Re: GSA New Record Type approvals for NARA  
**Date:** Tue, 5 Apr 2016 11:31:10 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Nancy Hunn <hunnN@gao.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr735YL4GF9h-m5nU19heLEbCTXc2CMeyK3ytQ=F8=fFR5w@mail.gmail.com>  
**MD5:** aa6ce5d086a21bc2d437a0af0fb4822c

Hi, Nancy,

As it turns out, when working with GSA's Office of the Inspector General late yesterday, they changed the minimum retention on the 2 record categories/series in question to 3 year retentions.

It looks like we will not have to submit any records regarding that group at this time, though I anticipate submitting others at a later date.

Thanks again for helping me to understand the GAO Review and Approval process for records. I plan on documenting the process for my GSA colleagues and will send you a copy for your files.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Mon, Apr 4, 2016 at 2:02 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hello, Ms. Hunn,

I understand that we are to submit our revisions or new record series to GAO for review and approval if the record type in question has a retention period less than 3 years, or represents a deviation from the GRS. I have a record schedule that has been submitted to NARA for approval (GSA's Office of the Inspector General Records), that has 2 different series that fall under that category of record types that need GAO approval.

I understand that I am to contact you regarding approval of record types submitted to NARA for scheduling. I am in the process of updating all of GSA's record schedules for our 4 different record groups and would like to understand the following so I can include it in my planning and process:

1. Do you have a standard procedure, form, or format that you would like us to follow when we send record schedules to your attention for approval?
2. Would you like to receive these submissions individually or in groups?

**Subject:** Re: Arriving early  
**Date:** Tue, 5 Apr 2016 09:21:27 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCWrnA5bKUDFgx8trmQcx+0Pa-LNfWseNmTw2vgw9Z-CNw@mail.gmail.com>  
**MD5:** 634bcbaede0c412f74246cf3bff12e3a

Yes. I will be in the lobby when you arrive.

On Tue, Apr 5, 2016 at 9:20 AM, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:  
Hi Lloyd,

I'm going to be arriving early. I think I'm only about 15 minutes away. Traffic was not much of a problem. Any chance we can catch up a little bit before our 10:30 meeting? Or just grab a coffee before it?

Robert

Sent from my iPhone

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Re: 269.3 - Budget, Finance, and Contractor Management Records  
**Date:** Mon, 28 Mar 2016 07:36:50 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCvo6qzO-U1qP2s+sS3pz7qAUp+R0WvYF7jj=EuzyGoSZA@mail.gmail.com>  
**MD5:** 50abbcc715eb067f4b0c6a98242d3151

Hello Dave,

This schedule looks fine. Please enter into ERA at your convenience.

Thank you,

Lloyd.

On Wed, Mar 23, 2016 at 5:13 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Attached are both the series description and crosswalk for 269.3 - Budget, Finance, and Contractor Management Records for your review and comment.

If I do not hear anything on this bucket and series description by April 1st, I will assume you have no problems with the proposed modifications and will upload onto ERA shortly thereafter.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Notification: GSA Building Plan Access Meeting @ Tue Apr 5, 2016 10:30am - 11:30am (robert.smudde@gsa.gov)  
**Date:** Tue, 05 Apr 2016 14:19:52 +0000  
**From:** Google Calendar <calendar-notification@google.com>  
**To:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <001a11c1c626e88200052fbd89b5@google.com>  
**MD5:** 0e5f06ce32c990823ec2f95d61cc5c48

[more details »](#)

**GSA Building Plan Access Meeting**




Discuss access restrictions and schedule implementation for GSA building plans held in NY with GSA records officer

*When* Tue Apr 5, 2016 10:30am – 11:30am Eastern Time

*Where* 3320 conference room ([map](#))

*Video call* [https://plus.google.com/hangouts/\\_/nara.gov/peter-brauer](https://plus.google.com/hangouts/_/nara.gov/peter-brauer)

*Calendar* robert.smudde@gsa.gov

<i>Who</i>		peter.brauer@nara.gov - organizer
		lloyd.beers@nara.gov
		robert.smudde@gsa.gov

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for notifications on calendar robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

**Subject:** Re: Accepted: GSA Building Plan Access Meeting @ Tue Apr 5, 2016 10:30am - 11:30am (peter.brauer@nara.gov)  
**Date:** Mon, 4 Apr 2016 08:50:30 -0400  
**From:** Peter Brauer <peter.brauer@nara.gov>  
**To:** "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>  
**Message-ID:** <CACsfRGkNy3kdcihN\_J5J+-m9h+VZV5sZoETp81PGiewRQq3kOQ@mail.gmail.com>  
**MD5:** acaba7350b6e9a65e6e24a2c9b937a6b

Robert,

Just wanted to confirm our meeting tomorrow at 10:30 in College Park. When you arrive give me a call, 301-837-2036, or have the guard in the lobby give me call, x72036, and I will come down to sign you in.

Peter

On Mon, Mar 28, 2016 at 7:17 AM, <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov) has accepted this invitation.

### GSA Building Plan Access Meeting

Discuss access restrictions and schedule implementation for GSA building plans held in NY with GSA records officer

<i>When</i>	Tue Apr 5, 2016 10:30am – 11:30am Eastern Time
<i>Where</i>	3320 conference room ( <a href="#">map</a> )
<i>Video call</i>	<a href="https://plus.google.com/hangouts/_/nara.gov/peter-brauer">https://plus.google.com/hangouts/_/nara.gov/peter-brauer</a>
<i>Calendar</i>	<a href="mailto:peter.brauer@nara.gov">peter.brauer@nara.gov</a>
<i>Who</i>	<a href="mailto:peter.brauer@nara.gov">peter.brauer@nara.gov</a> - organizer <a href="mailto:lloyd.beers@nara.gov">lloyd.beers@nara.gov</a> <a href="mailto:robert.smudde@gsa.gov">robert.smudde@gsa.gov</a>

Invitation from [Google Calendar](#)

You are receiving this email at the account [peter.brauer@nara.gov](mailto:peter.brauer@nara.gov) because you are subscribed for invitation replies on calendar [peter.brauer@nara.gov](mailto:peter.brauer@nara.gov).

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

--

Peter F. Brauer  
Archivist - Cartographic Section  
National Archives & Records Administration  
(P) [301-837-2036](tel:301-837-2036) (F) [301-837-3622](tel:301-837-3622)



**Subject:** Accepted: NARA File & Records Review @ Wed Jun 8, 2016 8am - 11am (frank.palermo@gsa.gov)  
**Date:** Thu, 26 May 2016 11:02:44 +0000  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** frank.palermo@gsa.gov  
**Message-ID:** <001a114538acd2b8a60533bcbaf1@google.com>  
**MD5:** de82821b7d2ad7e80ad0f93e432b8ab3  
**Attachments:** invite.ics

Robert Smudde - H1F has accepted this invitation.

**NARA File & Records Review**

Meet with NARA to discuss services and estimates for file management.

Conference Bridge Number  
(b) (6)

When	Wed Jun 8, 2016 8am – 11am Eastern Time	
Where	ROB - Room 2021-A (301 7th St., SW, Washington, DC 20407) ( <a href="#">map</a> )	
Calendar	frank.palermo@gsa.gov	
Who	CMDO	frank.palermo@gsa.gov - organizer
	CMDO	marlo.thomas@gsa.gov
	CMDO	steven.p.wright@gsa.gov
	CMDO	v
	CMDO	aryan.nourazar@gsa.gov
	CMDO	verneka.roberts@gsa.gov
	CMDO	v
	CMDO	david.williams@nara.gov
	CMDO	christine.kelly@gsa.gov
	CMDO	shapari.pakroo@gsa.gov
	CMDO	virginia.moore@gsa.gov
	CMDO	kevin.mckenna@gsa.gov
	CMDO	tyrone.anderson@gsa.gov
	CMDO	ov
	CMDO	lloyd.beers@nara.gov
	CMDO	robert.smudde@gsa.gov
	CMDO	jerusalem.haile@gsa.gov
	CMDO	kelly.whitmore@gsa.gov
	CMDO	erica.culler@gsa.gov

Invitation from [Google Calendar](#)

You are receiving this email at the account frank.palermo@gsa.gov because you are subscribed for invitation replies on calendar frank.palermo@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)

**Subject:** Updated Invitation: NARA File & Records Review @ Wed Jun 8, 2016 8am - 11am (robert.smudde@gsa.gov)  
**Date:** Fri, 27 May 2016 13:31:58 +0000  
**From:** Frank Palermo - WPIA <frank.palermo@gsa.gov>  
**To:** robert.smudde@gsa.gov, tyrone.anderson@gsa.gov, shapari.pakroo@gsa.gov, steven.p.wright@gsa.gov, aryan.nourazar@gsa.gov, kevin.mckenna@gsa.gov, virginia.moore@gsa.gov, erica.culler@gsa.gov, kelly.whitmore@gsa.gov, christine.kelly@gsa.gov, verneka.roberts@gsa.gov, david.williams@nara.gov, marlo.thomas@gsa.gov, jerusalem.haile@gsa.gov, lloyd.beers@nara.gov  
**Message-ID:** <047d7b6dbb46568af00533d2eecc@google.com>  
**MD5:** e8f90b3db0299f1e9e9e2a2d2684e1fa  
**Attachments:** invite.ics

This event has been changed.

[more details »](#)

**NARA File & Records Review**

Meet with NARA to discuss services and estimates for file management.

Conference Bridge Number

(b) (6)

When	Wed Jun 8, 2016 8am – 11am Eastern Time	
Where	ROB - Room 2021-A (301 7th St., SW, Washington, DC 20407) ( <a href="#">map</a> )	
Calendar	robert.smudde@gsa.gov	
Who	OMDO	frank.palermo@gsa.gov - organizer
	OMDO	robert.smudde@gsa.gov
	OMDO	tyrone.anderson@gsa.gov
	OMDO	shapari.pakroo@gsa.gov
	OMDO	steven.p.wright@gsa.gov
	OMDO	aryan.nourazar@gsa.gov
	OMDO	kevin.mckenna@gsa.gov
	OMDO	virginia.moore@gsa.gov
	OMDO	erica.culler@gsa.gov
	OMDO	kelly.whitmore@gsa.gov
	OMDO	christine.kelly@gsa.gov
	OMDO	verneka.roberts@gsa.gov
	OMDO	david.williams@nara.gov
	OMDO	marlo.thomas@gsa.gov
	OMDO	jerusalem.haile@gsa.gov
	OMDO	lloyd.beers@nara.gov

**Attachments** [GSA Files - ROB 2nd Floor 5-27-16.pdf](#)

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for updated invitations on calendar robert.smudde@gsa.gov.

**Subject:** GSA NARA Monthly Status Report  
**Date:** Thu, 16 Jun 2016 09:44:19 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCUg3MZR3YyGVL0KsuudzEjp8PmKDT31ZjnDtEHb=1R=w@mail.gmail.com>  
**MD5:** 9ab059a6839d094f487e545678653aa4  
**Attachments:** GSA May 2016 Monthly Status Report.xlsx

Please see the attached report.

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Fri, 27 May 2016 13:40:05 -0400  
**From:** Frank Palermo <frank.palermo@gsa.gov>  
**To:** David Williams <david.williams@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>  
**Message-ID:** <CANubsQ2D=M3zehdzZvY8YG35B3hPAfz-EWx5qy17W1Oi\_uaV-Q@mail.gmail.com>  
**MD5:** 249cc6de137061f608671276d3178616  
**Attachments:** GSA Files - ROB 2nd Floor 5-27-16.pdf

David,

I've attached a file here in this email and to the June 8 meeting invite.

This is a pretty good list of what we'd like to look at on June 8 with you.

Thanks.

Frank

On Tue, May 24, 2016 at 10:08 AM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Thanks Frank, I'm looking forward to it.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Tue, May 24, 2016 at 8:28 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Yes - we'll meet at GSA's Regional Office Building (ROB) located at 301 7th St, SW, Washington, DC.

We'll meet in conference room 2021-A (2nd floor), on June 8, 2016 at 8:00 AM.

I'll send an invite soon.

Frank

On Mon, May 23, 2016 at 5:00 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Thanks for sending this. I'll look it over and let you know if I have any questions. Will we be meeting at 301 7th St., SW?

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 23, 2016 at 11:27 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

Attached is the completed questionnaire.

Thanks.

Frank

On Tue, May 17, 2016 at 8:44 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

A meeting on June 8, 2016, at 8:00 AM is perfect.

We'll complete the questionnaire and get this back to you soon.

We are using the attached file as guidance for determining temporary vs. permanent files, and for disposal time limits.

Our files are in two states:

1. Files which the project manager (PM) has boxed and labeled in anticipation of sending them all for archiving (see a sample photo of this condition).
2. Drawers of project files which have not been prepared. Some are under control of an active PM, and others are "abandoned" and left in place with no active PM.

The contracting officers for each project in the past were responsible for disposing of the official contract files, and the PMs usually added their boxes to the process.

I believe that most of the boxed files or recent files in drawers would be archived, while most of the "abandoned" files would be recycled or shredded.

We are waiting on a shredding contract to be awarded soon to help with the move process.

We have a technical library where we store permanent drawings, the drawings we send to the Archives are usually folded to fit in boxes, but not always, and each project does have drawings.

We will work with our project teams before our meeting to inventory what we have and label them as best we can.

Thanks.

Frank

On Mon, May 16, 2016 at 5:33 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:

Frank,

Early on June 8 will be great. Is 8:00 a.m. too early?

Here is a brief summary of what's involved in a Fast Pack:

- | NARA staff coming to your location
- | Boxing your records
- | Creating box lists for your records
- | Preparing SF 135(s) for the transfer of your records to an FRC
- | Palletizing, shipping, receiving, and shelving the records at the FRC.

The attached checklist - along with the volume estimate I'll prepare when I'm there - is what I will need to prepare an estimate for you. Since I'll be coming to your location please don't feel like you have to get everything filled in completely, but you're right that a few answers ahead of time may help speed things up. Here are a few more questions that aren't on the form:

- | Are any of the records we'll be dealing with permanent? If so, are any of the permanent records over-sized (like building drawings)?
- | Are there temporary records being stored there which are past their disposal date?

Thanks and please let me know if you have any questions.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)



[Facebook](#)

[Twitter](#)

On Mon, May 16, 2016 at 4:07 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Thanks David for your response.

The June 8th date is best for us, and we can start early so we are done by 11:00 AM.

As far as timing, some space alteration work will begin on the vacated floors soon; the PIC will start occupying our old space August-September.

We do need to have the files disposed of about mid-August.

We'll be glad to start on the questionnaire if this helps the process get moving.

Thanks again.

Frank

On Mon, May 16, 2016 at 2:14 PM, David Williams <[david.williams@nara.gov](mailto:david.williams@nara.gov)> wrote:  
Frank,

I'm not sure what your time frame is, but if you need something ASAP I can send you a questionnaire and we can get this going through phone and email. However, I'm traveling to Washington both June 6-8, and again June 13-15 so if you'd prefer, I can stop by to discuss the FastPack process and take some measurements to get an estimate together for you. Here is my current availability (all times EDT and on the "or earlier" days, that's the time I'd need to leave by):

- Monday, 6/6: 2:00 p.m. or later
- Tuesday, 6/7: 11:00 a.m. or earlier
- Wednesday, 6/8: 11:00 a.m. or earlier
- Monday, 6/13: 1:30 p.m. or later
- Wednesday, 6/15: 4:00 p.m. or earlier

Please let me know if you have any questions and I look forward to working with you.

Very Respectfully,

Dave



David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Fri, May 13, 2016 at 12:35 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

Hello Lloyd and David:

We found your contact information from the Archive.gov Records Management Directors list.

Verneka and I are from GSA Region 11 (National Capital Region), Office of Design & Construction (ODC), Washington, DC.

Our entire office is moving within our building from one floor to another, but our new storage space is severely limited.

ODC has been on the current floor for decades, and we have many boxes and drawers of project files, in various stages of preparation to archive or for disposition.

Our personnel are already physically moving, but we have a few months still to clear-out the current space for the incoming "Presidential Inaugural Committee" or PIC.

We'd love to have someone from NARA come to discuss with us the "FastPack" process or other services, and to get estimate(s) from NARA for possible help.

Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

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--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

--

Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

(202) 708-7624

**Subject:** Record Group 291 Question - Titan 1 Missile Complex Disposal  
**Date:** Fri, 17 Jun 2016 11:03:12 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Bcc:** Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CABjgR01ewvP1G+672GTg\_sDFJSdUmeuBBk=6o0e6AmN73K4Chg@mail.gmail.com>  
**MD5:** a72fc11b5e6a1cddd59801caaafef10e  
**Attachments:** Missile\_Auction\_Advertisement.jpg

Hi Lloyd,

Due to some litigation, I'm researching GSA's role in the Military's Titan 1 Missile Complex at Beale AFB in Lincoln California. I'm not finding much in terms of our existing holdings, but nor should I, these old records should have been disposed of by now with the real property disposal records going to NARA. GSA supposedly helped acquire the land for the missile complex around 1959, and, a few years later, had the role of selling some of the silos once they were decommissioned around 1965 or 1966. There were three missile sites, each with three silos. The sites were at Chico, Sutter Buttes, and Lincoln California. Lincoln is the one of most interest.

DOJ specially requested, "all documents relating to purchase, construction, management, operation and disposal of Lincoln complex." For the Chico and Sutter complexes – they want documents relating to operation/management – but at this point they do not require other materials, but they may be useful down the road. As I mentioned, I don't expect that much exists, but when I look at NARA's online guide to their holdings, I see two that interest me:

#### **291.3.7 Records of the San Francisco Regional Office, PMDS, GSA Region IX (AZ, CA, HI, NV)**

**Textual Records (in San Francisco):** Real property disposal case files, 1961-73, including case files relating to Alcatraz Island, 1963-73.

and

#### **121.4.1 Records concerning land acquisitions and sales by the United States**

**Textual Records:** Correspondence; interfiled photographs, plats, and maps; and other title transfer records pertaining to the disposal of federal surplus property, 1935-61.

Title papers and site registers, including warranty deeds, abstracts and certificates of title, site proposals, and related title papers, 1838-1971 (809 ft.). Real property disposal case files, 1949-58, of PBS (GSA) Region 4 for AL, FL, GA, KY, MS, NC, SC, and TN. Real property disposal case files and other records of the War Assets Administration, 1946-51, and PBS (GSA) Region 9, 1947-59, including CA, AZ, NV, and HI (**in San Francisco**). Real property project files, 1946-60, and summaries of surplus property, 1950-56, of PBS (GSA) Region 6 for IA, KS, MN, MO, NE, ND, and SD (**in Kansas City**). Field office records of PBS (GSA) Region I, 1946-76, covering CT, MA, NH, RI, VT, and ME (**in Boston**).

Is there someone at NARA that I can speak with to learn more detail about what fully exists in the NARA holdings for 121.4.1 to know if any land acquisition records exist for the Titan 1 missile complex near Lincoln California and for 291.3.7 to know if anything relates to GSA's disposal of the complex near Lincoln California? Some records may also exist in the WNRC due to GSA's Central Office involvement.

Ordinarily I just pass DOJ off to NARA, but this time I thought that I'd ask the question myself first to help me know what I need to keep searching for at GSA by knowing what's already at NARA. If by chance, someone from DOJ is already working with you/NARA on this, I'd still be interested in knowing what process I follow in the future to dig into GSA's past as some other issues have come up in my office regarding GSA's history.

Just for your interest, I've attached a jpeg file of the auction advertisement.



**Subject:** Re: Updated Invitation: NARA File & Records Review @ Wed Jun 8, 2016 07:00 - 10:00 (david.williams@nara.gov)  
**Date:** Wed, 15 Jun 2016 16:46:39 -0400  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** marlo.thomas@gsa.gov, shapari.pakroo@gsa.gov, Lloyd Beers <lloyd.beers@nara.gov>, jerusalem.haile@gsa.gov, aryan.nourazar@gsa.gov, kelly.whitmore@gsa.gov, kevin.mckenna@gsa.gov, erica.culler@gsa.gov, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>, steven.p.wright@gsa.gov, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, virginia.moore@gsa.gov, christine.kelly@gsa.gov  
**Message-ID:** <CAGF6Ndb7d+zWqJFHv\_eTE0ALS5UEOAKTsLtGviN4OZV9c4k1=A@mail.gmail.com>  
**MD5:** ed07a0c256878303e35e5f79f168a27e  
**Attachments:** WNRC Guide 2-3-12.pdf

Frank,

My apologies, but I am not going to be able to get your estimate until next week. As discussed in last week's meeting I have attached the *Guide to WNRC Services* to this email.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Fri, May 27, 2016 at 9:31 AM, <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

This event has been changed.

[more details »](#)

### NARA File & Records Review

Meet with NARA to discuss services and estimates for file management.

Conference Bridge Number

(b) (6)

(b) (6)

*When*

Wed Jun 8, 2016 07:00 – 10:00 Central Time

*Where*

ROB - Room 2021-A (301 7th St., SW,  
Washington, DC 20407) ([map](#))

*Calendar*

[david.williams@nara.gov](mailto:david.williams@nara.gov)

*Who*

[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov) -  
organizer

[marlo.thomas@gsa.gov](mailto:marlo.thomas@gsa.gov)

[shapari.pakroo@gsa.gov](mailto:shapari.pakroo@gsa.gov)

[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)

[jerusalem.haile@gsa.gov](mailto:jerusalem.haile@gsa.gov)

[aryan.nourazar@gsa.gov](mailto:aryan.nourazar@gsa.gov)

[kelly.whitmore@gsa.gov](mailto:kelly.whitmore@gsa.gov)

[kevin.mckenna@gsa.gov](mailto:kevin.mckenna@gsa.gov)

[erica.culler@gsa.gov](mailto:erica.culler@gsa.gov)

[david.williams@nara.gov](mailto:david.williams@nara.gov)

[tyrone.anderson@gsa.gov](mailto:tyrone.anderson@gsa.gov)

[ov](#)

[steven.p.wright@gsa.gov](mailto:steven.p.wright@gsa.gov)

[v](#)

[verneka.roberts@gsa.gov](mailto:verneka.roberts@gsa.gov)

[v](#)

[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

[virginia.moore@gsa.gov](mailto:virginia.moore@gsa.gov)

[christine.kelly@gsa.gov](mailto:christine.kelly@gsa.gov)

*Attachments*

[GSA Files - ROB 2nd Floor 5-27-16.pdf](#)

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account [david.williams@nara.gov](mailto:david.williams@nara.gov) because you are subscribed for updated invitations on calendar [david.williams@nara.gov](mailto:david.williams@nara.gov).

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

**Subject:** Fwd: NARA Monthly Status Report of Appraisal Activity  
**Date:** Fri, 7 Oct 2016 14:39:39 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCVhWUE3W6GMO4vR+ykGMi4ZD9BPpiwq+y7-1ep1ee4Jbg@mail.gmail.com>  
**MD5:** 23cb3dc37e965688581024d8ffa65a30  
**Attachments:** GSA September 2016 Monthly Status Report.xlsx

The report

----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Fri, Oct 7, 2016 at 2:29 PM  
Subject: NARA Monthly Status Report of Appraisal Activity  
To: Robert Smudde - H1FC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Cc: "BanTonkin, Rachel" <[rachel.bantonkin@nara.gov](mailto:rachel.bantonkin@nara.gov)>

Hello Robert and Dave,

Please see the attached report. Thank you.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
[\(301\) 837-0480](tel:(301)837-0480)



--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480

**Subject:** Re: Permanent Transfer of GSA Building Drawings and Associated Case Files  
**Date:** Thu, 3 Nov 2016 08:44:37 -0400  
**From:** Peter Brauer <peter.brauer@nara.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CACsfRGmpAymQMnfTPJ4sfweGrAHw-vLPaOBM-siX4M1kk8WzUw@mail.gmail.com>  
**MD5:** 226e2cf4ad909f7dd5afa2d8b207116d  
**Attachments:** Email\_Follow up to Architectural Drawings Meeting\_4-6-16.pdf

Robert,

Attached is the email I sent you back in April discussing the process for accessioning architectural drawings and the associated access restriction. Please let me know if you need anything else.

Peter

On Wed, Nov 2, 2016 at 2:17 PM, Robert Smudde - H1F

<robert.smudde@gsa.gov> wrote:

> Hi Lloyd and Peter,

>

> When I visited with you both last April in College Park, we discussed that

> NARA does not provide access to the public of the building drawings

> permanently transferred by GSA if the building is still in the inventory of

> the Federal Government. I recall you citing a FOIA exemption that is

> relevant in those cases.

>

> I still get questions on this point, and now as I'm working on the Annual

> Move of Permanent Records, I would be appreciative if you can provide me an

> email for my records that confirms that point. I would like to transfer as

> many drawings as possible this year, but want to be certain that I can

> document that I am properly ensuring their security when giving them to

> NARA.

>

> Thank you,

>

> Robert

>

> -- --

> Robert Smudde

> Agency Records Officer

> General Services Administration

> (202) 219-1078

> robert.smudde@gsa.gov

--

Peter F. Brauer

Supervisory Archivist - Cartographic Section

National Archives & Records Administration

(P) (b) (6)

**Subject:** As promised, a master crosswalk for GSA-scheduled records  
**Date:** Mon, 17 Oct 2016 17:58:33 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71qBVDR-v5huJZ3JuxCC+ptCkgoLF3r\_hZ\_UZtY161L9w@mail.gmail.com>  
**MD5:** 2e449f835f72fcbc5a2e7b63a60df579  
**Attachments:** SF115 Crosswalk to current schedule 10-17-16.xlsx

Lloyd and Robert,

This attached list is all of the original disposition authorities (SF 115s) on record at the NARA site mapped out to

1. 1994 - a massive renumbering effort done thru OAD 1820.1 (1994)
2. 2011 - a most recent GSA records retention schedule / file plan
3. The proposed Bg Bucket schedule (already under review in ERA)

I haven't had the chance to complete the RC holdings review, (listed in the later columns), but will when I can and send you a more up-to-date spreadsheet.

Tab listed BS are all of the applicable record retention schedules (including GS)

Tab listed MO is my modus operandi for completing this task. It took well over a month to complete, btw.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Updated Master Crosswalk  
**Date:** Fri, 21 Oct 2016 09:11:38 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>, David Williams <david.williams@nara.gov>  
**Message-ID:** <CAHgHr72d0d=KQCEND2J2PR69D3FitrtEnx34oN\_wZkTrsGa1oA@mail.gmail.com>  
**MD5:** bc9bb88d72badc2df8e07e54a2eccc42  
**Attachments:** SF115 Crosswalk to current schedule 10-17-16.xlsx

Gentlemen,

Yesterday, I finished the attached crosswalk. Not only do I have the original disposition items listed out, but

1. The record types have been mapped to the current GSA retention schedule
2. The list identifies those NARA-approved records that have been (or should be) replaced by GRS record types
3. And all is mapped to either GRS or the new proposed Big Bucket Schedules (where the record is not historically withdrawn, deleted, or succeeded by another SF115).

Further,

I took a look at the 01 FRC Holdings report (09/28/16) and have identified which record types (and how many transfers) are currently being held at the FRCs. This will help us as we begin to clean up both the DAs and the actual holdings (much is overdue for destruction due to the TIL). I found typos in the transfers, and have to further research a handful of holdings that have a non-existent record type disposition, but I think we may be able to (once the GSA schedules are approved) clean up/out the FRC holdings quickly and make room for more boxes!

For look up purposes, you can sort and filter the headers on this spreadsheet to identify groups of related records (RG, Original DA, Record # order, or proposed schedule. On tab 2 is the listing of all proposed GSA record types and the current GRS record types (up to Transmittal 26).

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** GSA Records Schedule status  
**Date:** Tue, 1 Nov 2016 14:28:00 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr70C0Rn08hwb75eZMxm+DMsUJJ8AvXMuZ76hm-H6=78ujw@mail.gmail.com>  
**MD5:** fcc8776106302a5eb3b27dd1e8cb73c5  
**Attachments:** ERA Status Report 11-1-2016.xlsx ; SF115 Crosswalk to current schedule 11-1-16.xlsx

Attached is a spreadsheet for today's status on updating the schedules. I have one schedule to update left which I will do first thing tomorrow a.m. The ERA system wouldn't allow me to update the schedule this afternoon. Sigh.

I have submitted all but DAA-269-2016-0002 to Robert for certification. Once certified, they will have all of the superseding authorities listed in there. Also attached is my latest Master Crosswalk with today's date. Please delete all previous editions of this crosswalk, since I made corrections within this one as encountered.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Updated GSA Crosswalk with formatted superseded authorities for each Record Group  
**Date:** Fri, 28 Oct 2016 12:20:26 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Jeremy Schmidt <jeremy.schmidt@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73f-8AUuMd6GGK=xoa4-SSBsBa-kx4CCiPJkHyOHGPdow@mail.gmail.com>  
**MD5:** aa6aff767771760c913c2e13874461cf  
**Attachments:** SF115 Crosswalk to current schedule 10-28-16.xlsx

Hello,

Based on my conversation with Lloyd, I added the formatted superseding authorities for each record group (121, 137, & 269) with the new format that NARA wishes to see in the ERA submissions: Jeremy, if you'd like me to re-enter all those superseding authorities for RG 352 let me know. I'll probably do that manually within ERA, since there isn't as many items as with other groups.

Disposition Authority (with dashes and leading zeros in the final number) /  
Recordnumber/subnumber/subsubnumber/etc.

Examples

N1-269-87-002 / 70A21/b

NC1-137-77-001 / 60A15/b/1

NC1-137-77-001 / 60A40

A

dditionally, I'm sorting the lists on the Record Group tabs to aid in the review process. The idea is that a records appraiser will view the record types, in order, by common Disposition Authority for each new record type submitted  
(sort by BBS Schedule Number, then by Disposition Authority, then by Original DA Number)

Hope this helps. If you find any typos or duplicated entries, please let me know and I'll correct and send out an update to the only 3 people that get this crosswalk.

Lloyd, for the sake of consistency, I'll go thru all DAAs that have been submitted and put the properly-formatted superseding authorities under each item record. Once completed, I'll submit to Robert Smudde for certification and it will be back in your shop to review. I hope to have the updates completed by mid-next week.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** NARA Monthly Status Report  
**Date:** Fri, 9 Sep 2016 14:54:39 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCX-UD7ypx1mTVydbnOHd7nXTMA30bPxegpL7mk6Og950g@mail.gmail.com>  
**MD5:** 4075dea673f2cc22678b4ae54e21b5b4  
**Attachments:** GSA August 2016 Monthly Status Report.xlsx

Hello Dave,

Please see the attached NARA monthly Status Report of Records Appraisal Activity.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** DAA-0269-2015-0002  
**Date:** Wed, 17 Aug 2016 09:06:45 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCXeQ1ABKTBV61jLgUrMKzdX8DZ31vaCEn\_vx1RX5GjTUQ@mail.gmail.com>  
**MD5:** 4f0b2ff78838dd62e3bedae3240490eb  
**Attachments:** DAA-0269-2015-0002 Change Memo.docx

Hello Dave,

I have returned this schedule for revision based on the latest round of internal review. Please see the attached change memo summarizing the clarifications and changes requested. Thank you.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Fwd: IG Records 269.4  
**Date:** Tue, 23 Aug 2016 08:50:27 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr70Y38YWxFa+BZNUgeL4716a=uAUcWtRGkEJMfsTUreZtw@mail.gmail.com>  
**MD5:** 658dcffcde2c63ed8483feecbc169b32  
**Attachments:** GSA Revised IG Records and Crosswalk ver. 10.pdf ; DAA-0269-2015-0001 Change Memo - GSA Response.docx

Hi, Lloyd,

Robert and I cannot update the IG Records for GSA Crosswalk in ERA

- a. Neither Robert nor I can delete the older version of the Crosswalk as an attachment. That feature is not available to us.
- b. Neither Robert nor I can upload the newest crosswalk with the suggested revisions.

Attached is the updated crosswalk. I also added the "superseded authorities" in accordance with your recommendations and my responses to the change memo are listed below. Please contact me if you need more information or clarification.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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----- Forwarded message -----

From: **Robert Smudde - H1F** <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Tue, Aug 23, 2016 at 8:36 AM  
Subject: Re: IG Records 269.4  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hi Dave,

ERA does not give me the option to add an attachment to this schedule. Circle back with Lloyd to see if he can/wants to add the attachment or if he needs to do something different that will allow me to add the attachment.

One more complication...

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Aug 22, 2016 at 2:46 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Please attach to the 269.4 G Record Schedule in ~~BRA~~ when you certify the schedule.

Thanks,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** Re: GSA Research Request - Placer County California Property Disposal Records 1968 to 1973 (16-48846)  
**Date:** Thu, 8 Sep 2016 12:39:40 -0700 (PDT)  
**From:** John Seamans <john.seamans@nara.gov>  
**To:** San Bruno General Reference <SanBruno.Archives@nara.gov>  
**Cc:** sanbruno.archives@nara.gov, lloyd.beers@nara.gov, robert.smudde@gsa.gov  
**Message-ID:** <b58ae003-555c-4e03-9a69-8a0a5088e705@nara.gov>  
**MD5:** c68f7bf9863eb9b773146436ed931bb5  
**Attachments:** IMG\_3362.JPG ; IMG\_3361.JPG ; IMG\_3360.JPG ; IMG\_3358.JPG ; IMG\_3357.JPG ;  
IMG\_3356.JPG ; IMG\_3368.JPG ; IMG\_3367.JPG ; IMG\_3366.JPG ; IMG\_3365.JPG ;  
IMG\_3364.JPG ; IMG\_3363.JPG

Dear Mr. Smudde,

It was nice speaking with you on the phone earlier.

Here are those samples:

Regards,

JOHN SEAMANS  
Archives Technician  
*NARA at San Francisco*  
*1000 Commodore Drive*  
*San Bruno, California 94066-2350*



**Subject:** Re: Re: Pls check ERA  
**Date:** Mon, 7 Nov 2016 09:30:29 -0500  
**From:** Galen Wilson <galen.wilson@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>  
**Message-ID:** <CAJw3zKQGpt4XkVkCBeZSd8DqS15WYbg8qnV9BE79UcfrM01fWA@mail.gmail.com>  
**MD5:** dc4d8ae0617a610eea5d4c295821e8ea  
**Attachments:** DAA-0269-2016-0007 as of 11-7-16.pdf

Dave,

Here you go. GRS superseded items added to items 021 and 031.

Galen

On Mon, Nov 7, 2016 at 9:16 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Fyi.

----- Forwarded message -----

From: "Robert Smudde - H1F" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>  
Date: Nov 7, 2016 7:34 AM  
Subject: Re: Pls check ERA  
To: "Dave Simmons" <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Cc:

I received, and certified, DAA-0269-2016-0007.

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Nov 7, 2016 at 8:13 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, can you check this morning to see if those limbo SF115S landed in your inbox? I am on the train, but will check when I get in.

Tia,

Dave

**Subject:** NARA Status Report of Records Appraisal Activity  
**Date:** Thu, 3 Nov 2016 13:43:37 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>, Jeremy Schmidt <jeremy.schmidt@nara.gov>, "BanTonkin,  
Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCVKH67LmpTii=OXCay3EYGzft6aB4aUbnH6GnQVxg+=OQ@mail.gmail.com>  
**MD5:** 4bd1eed3c252e1a8da7d3952ac909799  
**Attachments:** GSA October 2016 Monthly Status Report.xlsx

Hello Robert and Dave.

Please see the attached report for the month of October.

Thank you,

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** NARA Monthly Status Report  
**Date:** Mon, 12 Dec 2016 08:04:17 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCVvXcGzi855RSWy0tL3wJ=2tusFvA7M1UWfktd8hyoP2A@mail.gmail.com>  
**MD5:** 69d9f21139fcc9afeeac9d1460f8a86c  
**Attachments:** GSA November 2016 Monthly Status Report.xlsx

Hello Robert,

Please see the attached report.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Status report on GSA's Submissions and History as of 12/6/2016  
**Date:** Tue, 6 Dec 2016 10:59:38 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73PD9f4jtrGMxowO2k58HBThfN70pizX+TJcprJiDQPvw@mail.gmail.com>  
**MD5:** 535b4398d9b82de13b384732d011dc7e  
**Attachments:** ERA Status Report 12-06-2016.xlsx

Hi, Lloyd,

Following on our conversation, I asked Robert to Certify DAA-0269-2016-0011 and he was unable to do so. He got an error message. I took the liberty of downloading all submitted schedules (attached) which I modified to view the ERA statuses. On the "Signatory" tab, you'll see, a list of the schedule submissions, sub-sorted by Ascending chronological order (the most recent action at the bottom of the grouping. For ease of reading, I separated the different schedules by a colored line.

I thought this ERA-generated report could assist in tracking down the current status of each of GSA's 23 schedules that is being appraised, reviewed, or otherwise awaiting NARA action.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

**Subject:** Re: Stakeholder review of DAA-0269-2016-0007 (Communications)  
**Date:** Fri, 2 Dec 2016 09:40:57 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Galen Wilson <galen.wilson@nara.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>, Andrea Riley <andrea.riley@nara.gov>  
**Message-ID:** <CAHgHr726yFjXTgzVWokd6e8AzmwhhtexBigpPTYnigRMrG+LNng@mail.gmail.com>  
**MD5:** 565c51e2d56c954a66118f2810d4e9d9  
**Attachments:** SF115 Crosswalk to current schedule 11-1-16.xlsx

Oops. Forgot attachment.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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On Fri, Dec 2, 2016 at 9:38 AM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Comments have come back from our stakeholder units in NARA on DAA-0269-2016-0007 (Communications). Most concern the crosswalk.

(b) (5)



(b) (5)



Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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On Fri, Dec 2, 2016 at 7:18 AM, Galen Wilson <[galen.wilson@nara.gov](mailto:galen.wilson@nara.gov)> wrote:

Dave,

Comments have come back from our stakeholder units in NARA on DAA-0269-2016-0007 (Communications). Most concern the crosswalk.

(b) (5)



Please let me know what you can do to fix these issues and we'll move forward.

Thanks,

Galen

**Subject:** GSA Records Revision Review: RG 269.15 - Audit Resolution Program Records  
**Date:** Wed, 17 Feb 2016 16:06:45 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr70HQa0OkFeVoP=3hR\_cP4JRN7WUHspQGqbO-WU9iwrq4w@mail.gmail.com>  
**MD5:** a62b51a1ee075d177a4f512824e514f8  
**Attachments:** 269.15 Audit Resolution Program Crosswalk (v. 2).pdf ; 269.15 Audit Resolution Program Records Series Descriptions.docx

Attached for your preview are the record schedule for the Audit Resolution Program (Record Group 269.15).

Attached are the following:

Series and Bucket Descriptions (Word Document)  
Crosswalk (Excel spreadsheet)

Please look these over and let me know if you have any concerns or needed clarifications with regards to these submissions. If I do not hear from you by March 1st, I will presume that you have no issues with this information and will submit them formally thru the ERA system.

Thanks for your attention to this matter.

Dave  
Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)



**Subject:** GSA Records Review: Civilian Board Of Contract Appeals Records  
**Date:** Wed, 17 Feb 2016 15:59:57 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73hkcNbqaorNTP1J1hP1dZdh8x\_vBgKnLe0ApxwFEYGrA@mail.gmail.com>  
**MD5:** 652ce16117e13f904757b0feaec59e52  
**Attachments:** RG 269.5 - CBCA Program Records Bucket and Series Descriptions.docx ; RG 269.5 - Civilian Board of Contract Appeals Program Records Crosswalk.xlsx

Attached for your preview are the record schedule for the Civilian Board of Contract Appeal (Record Group 269.5).

Attached are the following:

Series and Bucket Descriptions (Word Document)  
Crosswalk (Excel spreadsheet)

Please look these over and let me know if you have any concerns or need clarifications with regards to these submissions. If I do not hear from you by March 1st, I will presume that you have no issues with this information and will submit them formally thru the IRA system.

Thanks for your attention to this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

**Subject:** Fwd: GSA DAA-0269-2015-0002  
**Date:** Tue, 15 Mar 2016 08:35:57 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr70h7vUqQwUBEF1p=4Hmo0JLLXnCuVz5q84FNUztMmQT\_Q@mail.gmail.com>  
**MD5:** 084af82b202e105f9da804bb6625d284  
**Attachments:** Review of GSA 269.4.doc

In my mail box this a.m.

Read over and let's work the changes.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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----- Forwarded message -----

From: **Lloyd Beers** <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>  
Date: Mon, Mar 14, 2016 at 2:50 PM  
Subject: GSA DAA-0269-2015-0002  
To: Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Hello Dave,

Attached is my initial review of GSA 269.4, Records of the Office of the Inspector General, DAA-0269-2015-0002.

(b) (5)



**Subject:** Capstone Policy Review and Response  
**Date:** Thu, 11 Feb 2016 15:28:58 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71rhyCq4UwScEwek3-dukYbya8c6hJuYccE=Wx=vnD87Q@mail.gmail.com>  
**MD5:** d019768f332caa928b61fb714eb38ded  
**Attachments:** gsa-draft-capstone-policy 2-11-2016.docx ; gsa-draft-capstone-policy 8-7-2015.docx ; Responses to Lloyd Beers' review of GSA Capstone Policy.docx

Hi, Robert,

Attached are Lloyd's comments from last August and my responses regarding the Draft Capstone Policy for GSA

Please look over and see if they read okay. I also attached the before picture (with Lloyd's comments in the PDF form) and after picture (Word doc) for your triple screen enjoyment.

Not sure if you are working on Friday, hence all the stuff now.

Dave  
Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

**Subject:** Fwd: GSA Records Review: Civilian Board Of Contract Appeals Records  
**Date:** Mon, 22 Feb 2016 10:22:57 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73bcPSGLckrDskRBD1NT5NfnvhT2+z4afybxYgqBBPt1A@mail.gmail.com>  
**MD5:** 2f78caf8224c73410e6036a821bd40d1  
**Attachments:** RG 269.5 - CBCA Program Records Bucket and Series Descriptions.docx ; RG 269.5 - Civilian Board of Contract Appeals Program Records Crosswalk.xlsx

Here you go.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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----- Forwarded message -----

From: **Dave Simmons** <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>  
Date: Wed, Feb 17, 2016 at 3:59 PM  
Subject: GSA Records Review: Civilian Board Of Contract Appeals Records  
To: Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>, Robert Smudde - H1FC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>

Attached for your preview are the record schedule for the Civilian Board of Contract Appeal (Record Group 269.5).

Attached are the following:

Series and Bucket Descriptions (Word Document)  
Crosswalk (Excel spreadsheet)

Please look these over and let me know if you have any concerns or need clarifications with regards to these submissions. If I do not hear from you by March 1st, I will presume that you have no issues with this information and will submit them formally thru the IRA system.

Thanks for your attention to this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

**Subject:** IG Records Revision  
**Date:** Wed, 16 Mar 2016 13:09:17 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71VUM\_Yk0baoDGdKYG\_bfXDUt7tEDOwd3OOkhYpnBOzjw@mail.gmail.com>  
**MD5:** 9f2fd77816e92c311721dff90d57ebe7  
**Attachments:** GSA Revised IG Records and Crosswalk ver. 4.xlsx ; Review of GSA 269.4.doc

Here's what I have so far.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Draft Records Revisions for Review - 269.2 General Counsel Records and 269.7 - Internal IT Services Records  
**Date:** Wed, 2 Mar 2016 09:54:59 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr71f0ucnNEwTLFcC08O+FQuRuhGZe8BJorwCFDi29rmWqw@mail.gmail.com>  
**MD5:** 627f9ce03c2cf7daba0096d3f62dbefc  
**Attachments:** 269.2 - General Counsel Records Series Descriptions.docx ; 269.2 - Legal Records Crosswalk.pdf ; 269.7 - Internal IT Services Records.docx ; 269.7 - Internal IT Services to GSA Records.pdf

Attached are the following records and crosswalks for your review:

1. 269.2 - Office of General Counsel Records and Crosswalk
2. 269.7 - Internal Information Technology Services to GSA Records and Crosswalk

Please review and return any comments, questions, or suggested clarifications to me by March 7. After that date I will upload the corrected copies into ERA

Thanks for your review time.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Schedule N2-234-13-1  
**Date:** Mon, 7 Mar 2016 10:03:33 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCVjKBNY9r2+X7gV4P-dY=2g3BA23=kD5kHouwZzCC4rog@mail.gmail.com>  
**MD5:** 6e799ea200c6342cd952868c03cfae07  
**Attachments:** N2-234-13-1.pdf

Hello,

I wanted to let you know that schedule N2-234-13-1 Reconstruction Finance Corporation Ledgers, was approved and signed by the Archivist on March 2, 2016. Please see the attached copy of the signed schedule. My understanding is that Sarah Farinholt from our accessioning office will be contacting you regarding custody of the records as per the schedule.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Fwd: NA 1005 Capstone Form for GSA  
**Date:** Tue, 15 Nov 2016 15:40:40 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Deborah Lague - H1FC <deborah.lague@gsa.gov>  
**Message-ID:** <CAADcavqMxjzvQuAk294G2SvSmAdkK32nRuXeww0Gb6M4uwADmw@mail.gmail.com>  
**MD5:** f25d91a7752c3bf9a79c1435f25e9dcc  
**Attachments:** NA FORM 1005 8 September 2016 update.pdf

Good afternoon Dave,

Please see the return email below from NARA. I think I am reading it as the following (their email back seems a little confusing):

1. We need to re-do the OIG form on the new Sept. form version of template they are providing in the new attachment below.
2. We need to provide a up-to-date organization form for GSA.

Dave, for number 1: can you please make the adjustment to ensure that the OIG information is populated on the new form. Once this is created, I will re-send the OIG form over to NARA.

For number 2: I know we do not have an already prepared GSA Organization Chart. I am going to attempt to create one based on the information I have. I had attempted to do an org chart about 8 months ago to help out the FOIA team - I stopped on that project due to heavy FOIA workload. I am going to re-visit what I did in the past and try to update and finalize an org chart that we can send over.

Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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From: **Katherine Kim** <[katherine.kim@nara.gov](mailto:katherine.kim@nara.gov)>  
Date: Tue, Nov 15, 2016 at 3:12 PM  
Subject: Re: NA 1005 Capstone Form for GSA  
To: GRS\_Team <[GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov)>  
Cc: [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov), Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Dear Mr. Lewis,



Thank you for submitting NA-1005 for GSA OIG. Unfortunately, this is not the most up-to-date NA-1005

form. Per [AC Memorandum 39.2016](#) agencies need to use the most recent NA-1005 form (bottom right

corner 09-16)--a copy is attached. Please resubmit the form.

The NA-1005 form for GSA is the most up-to-date form but I only received an organizational chart for

OIG. You appraisal archivist will need organizational charts for all the offices (Federal Acquisition Service

(FAS), the Public Buildings Service (PBS), Office of Government wide Policy (OGP), etc) in order to

process GSA's NA-1005 form.

Please let us know if you have any questions. Thank you,

GRS Team

On Tuesday, November 15, 2016 at 1:27:44 PM UTC-5, Travis Lewis - H1F wrote:  
Good afternoon,

Please find attached form. Thank you,

Travis Lewis

**Subject:** NARA Response to GSA Letter re: Army Childcare Subsidy Program  
**Date:** Fri, 26 Feb 2016 07:44:49 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CADQPRCVHn9T\_9hZRUDYopg4uJ2Kv7OdD2A8Sri0i=fFZ2GB4zg@mail.gmail.com>  
**MD5:** ac471615c1bf5e3d7c9216ff699cccd4  
**Attachments:** NARA Response to GSA.pdf

Hello Robert,

Attached is a copy of the formal correspondence that will be mailed to Ms. Metzler in response to her letter of November 19, 2015. This will go out in today's mail.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Re: GSA Architectural Drawings Held by NARA's Cartographic Section  
**Date:** Tue, 8 Mar 2016 12:11:58 -0500  
**From:** Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**To:** Peter Brauer <peter.brauer@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>  
**Bcc:** Robert Smudde <robert.smudde@gsa.gov>  
**Message-ID:** <CABjgR00qdwZf1Xk6wdLL6RQtrvk7QGB3\_Jp4qV8Yqw=Z4U=h8w@mail.gmail.com>  
**MD5:** 4d8eef3812d8b2f88c8e5862ddd6e62e  
**Attachments:** Email about keeping building drawings out of public view - Sept 25 2013.pdf ; Email from NARA regarding not accessioning building drawings of Gov buildings still in use - 9-30-13.pdf ; Executive Order number 13636 (EO 13636).docx ; GSA Requested Summaries, September 25, 2013.docx ; n1-121-90-002\_sf115.pdf ; Presidential Policy Directive PPD-21.docx ; presidential-policy-directive-8-national-preparedness.pdf

Hi Peter,

I'm looking forward to meeting you on April 5. As I mentioned in my last email, I am attaching to this email a few documents that I rely on when not permanently transferring buildings-related drawings and case files to NARA when the buildings are still owned by the federal government.

The key document is n1-121-90-002\_sf115.pdf in which item 1a(1) states:

*"(1) Drawings and specifications that have not been microfilmed or otherwise duplicated.*

*Disposition: PERMANENT. Place in inactive file on completion of building sale, donations or demolition. Cut off inactive file at end of fiscal year and retire to FRC. Transfer to NARA 10 years after cutoff."*

However, item 1a(2) does NOT quantify transfer *after sale, donations or demolition*, but has always been spoken about to me, including by NARA staff such as Jametta Davis (see the attached document, "Email from NARA regarding not accessioning building drawings of Gov buildings still in use - 9-30-13") as being transferable only *AFTER sale, donations or demolition* as it is stated in item 1a(1). The reasons for this, I suspect, is the security issues raised in the Executive Order and Policy Directives attached to this email. I'm sure you'll see that there is no direct and clear statement about building drawings in these security-related documents, but they have, nonetheless, been interpreted to me as meaning that GSA should not transfer building information until the building is no longer owned by the federal government.

I have included the following as attachments:

1) Email from NARA regarding not accessioning building drawings of Gov buildings still in use - 9-30-13

See related document:

n1-121-90-002\_sf115

2) Email about keeping building drawings out of public view - Sept 25 2013

See related documents:

GSA Requested Summaries, September 25, 2013

Executive Order number 13636 (EO 13636)

Presidential Policy Directive PPD-21

presidential-policy-directive-8-national-preparedness

I am looking forward to our meeting,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Mar 8, 2016 at 7:30 AM, Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)> wrote:

Robert,

April 5 at 10:30 would be fine. I'm very interested to review the executive orders whenever you have a chance to send them along.

Peter

On Mon, Mar 7, 2016 at 2:28 PM, Robert Smudde - H1AC <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Peter,

Tuesday April 5 works great for me. I would like to drive out there after the morning rush hour. Can we meet around 10:30? I don't want to take too much of your time, maybe an hour so I can meet you in person and talk about the transfer process and how NARA cares for building drawings and associated records once they are permanently in your custody.

I'm tied up this afternoon, but tomorrow I'll email to you for your comment a few executive orders that people have given to me over the past few years that they say justifies GSA not accessioning any records related to buildings actively owned by the federal government. I really need to be on sure footing when it comes to GSA's authority to transfer these records in question. If I have been misinformed and you also have a secure process related to public access (and from what I hear you do), then I hope we can work out how I can best, and expeditiously, permanently transfer the buildings-related records that I have been holding on to.

Other than that, I'd like to hear your thoughts on drawings in electronic form, receiving electronic verses paper versions of GSA drawings, and other concerns that have been raised to me from Public Building Services staff.

Thank you for agreeing to take the time to meet with me.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Mon, Mar 7, 2016 at 1:44 PM, Peter Brauer <[peter.brauer@nara.gov](mailto:peter.brauer@nara.gov)> wrote:

Mr. Smudde,

I'm the accessioning archivist for the NARA's Cartographic Section. I have been involved with discussions with your colleagues in New York concerning the possible transfer of architectural drawings documenting Federal buildings in GSA Region 2. David Williams with NARA's Federal Record Center program mentioned you would like to discuss how we manage access restrictions on our accessioned records. I would be happy to set up a time for you to come to the Archives in College Park to discuss our practices relating to researcher access.

Would Tuesday, April 5 or Wednesday, April 6 work for you? If so, what time is best for you? Also, please let me know if you have any specific questions.

Peter

--

Peter F. Brauer  
Archivist - Cartographic Section  
National Archives & Records Administration  
(P) (b) (6) (F) [301-837-3622](tel:301-837-3622)

--

Peter F. Brauer  
Archivist - Cartographic Section  
National Archives & Records Administration  
(P) (b) (6) (F) [301-837-3622](tel:301-837-3622)

**Subject:** NARA Status Report of Records Appraisal Activity  
**Date:** Fri, 3 Mar 2017 11:55:03 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCVYkObNueaofD4U0QH\_Hp-FofLR54QPqbu4HjsxufMxxw@mail.gmail.com>  
**MD5:** a7ab73880fd29a63833247564c9d3f67  
**Attachments:** GSA February 2017 Monthly Status Report.xlsx

Hello Robert and Dave,

Please see the attached report for the month of February.

Thank you,

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Re: Status Report of Records Appraisal Activity  
**Date:** Tue, 17 Jan 2017 07:31:41 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRXCgN7HNm=Fk15pHz9zTWO=x+3WDmmwruKROXTu0-SuLw@mail.gmail.com>  
**MD5:** 8a68b09c6bad2baeb417b88931c77fe0  
**Attachments:** GSA December 2016 Monthly Status Report.xlsx

Hello,

I have made the correction to the report.

Lloyd

On Fri, Jan 13, 2017 at 12:32 PM, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)> wrote:

Hi, Lloyd,

Regarding DAA-0137-2015-0001, I checked with the ~~RA~~ helpdesk and the status on your report is incorrect. We made the fixes to that submission, certified on December 6th and are awaiting comment from the ~~NRA~~ appraiser on that proposed schedule.

Please let me know if there is an assumption from the ~~NRA~~ appraiser responsible for that RG 137 schedule that we are working on it and correct as soon as possible, as far as I know, all corrections at my end (including superseding authorities) have been updated..

That schedule is one of the 2015-submitted schedules that need to be pushed thru as soon as you can.

Thanks in advance,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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On Fri, Jan 13, 2017 at 11:07 AM, Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)> wrote:

Hello Robert and Dave,



**Subject:** Status Report of Records Appraisal Activity  
**Date:** Fri, 13 Jan 2017 12:07:09 -0500  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>  
**Cc:** "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCU1LbR+wj7+2bB7MoKeoh4Te1O163aOo5M3tWu4gUewQA@mail.gmail.com>  
**MD5:** b51afa7d18d66bb86f8d42fc859dea88  
**Attachments:** GSA December 2016 Monthly Status Report.xlsx

Hello Robert and Dave,

Please see the attache report for December.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** STATUS on GSA Records Schedules  
**Date:** Thu, 2 Feb 2017 10:35:00 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr71L-SFE40P0hC-fJ=cLPW7jYfYreTcBqXaTDr66Y77cWg@mail.gmail.com>  
**MD5:** 8aa79e31bd1c17d4f7646a96bb187080  
**Attachments:** ERA Status Report 2-2-2017.xlsx

Hello,

Here is my status report on the GSA Schedules as of today. Thanks, Lloyd for forwarding the RG 121 to the Federal Register for public comment. I'm still waiting on a status of the G records and the approval of the Capstone NA 1005 form from your office. The Capstone approval is a combination of both G and GSA email records management and the G office is keen to implement this schedule asap.

Thanks again,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

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**Subject:** Records Related to Former Presidents  
**Date:** Tue, 21 Mar 2017 15:13:42 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CABjgR01JOtbfnhpTj9U+OmFCQoPZgYC1swXOgRUvJJHZLNs-nQ@mail.gmail.com>  
**MD5:** 8fa4a965296138ccbb6c52d0f47191f8  
**Attachments:** Records of Former Presidents from GSA Region 7 - 3-21-2017.pdf

Hi Lloyd,

I received 18 boxes today from GSA's Region 7 (Fort Worth) that contain records related to former presidents - mainly Bush 41 and Bush 43.

Attached is the list of box manifests. "Presidential Transition" records I'll cull out one day and keep as such (Permanent) once our new flexible schedules are approved, but financial and budget related records I'd like your guidance on... do they fall into any special category? Previous archival archivists told me to treat them as GSA business as usual... follow the GRS or GSA File Plan.

Give me a call at your convenience, I'm not sending these to the FRC anytime soon. First I want to be certain to know which temporary records are past their disposition dates so we don't store records we don't need to.

Thanks,

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
(202) 219-1078  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Accepted: GSA Building Plan Access Meeting @ Tue Apr 5, 2016 10:30am - 11:30am (peter.brauer@nara.gov)  
**Date:** Mon, 28 Mar 2016 11:17:46 +0000  
**From:** robert.smudde@gsa.gov  
**To:** peter.brauer@nara.gov  
**Message-ID:** <94eb2c0a81aee92e72052f1a0f70@google.com>  
**MD5:** 9ded9e099c3f2852009935d72abd2a65  
**Attachments:** invite.ics

robert.smudde@gsa.gov has accepted this invitation.

**GSA Building Plan Access Meeting**

Discuss access restrictions and schedule implementation for GSA building plans held in NY with GSA records officer

When	Tue Apr 5, 2016 10:30am – 11:30am Eastern Time	
Where	3320 conference room ( <a href="#">map</a> )	
Video call	<a href="https://plus.google.com/hangouts/_/nara.gov/peter-brauer">https://plus.google.com/hangouts/_/nara.gov/peter-brauer</a>	
Calendar	peter.brauer@nara.gov	
Who	OMDO	peter.brauer@nara.gov - organizer
	OMDO	lloyd.beers@nara.gov
	OMDO	robert.smudde@gsa.gov

Invitation from [Google Calendar](#)

You are receiving this email at the account peter.brauer@nara.gov because you are subscribed for invitation replies on calendar peter.brauer@nara.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More.](#)

**Subject:** March NARA Monthly Status Report of Appraisal Activity  
**Date:** Fri, 8 Apr 2016 16:30:18 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCXthQx8pMRqjUoAjv\_g2zQdUf-FOQ3ipX0UC=uzBA+RRg@mail.gmail.com>  
**MD5:** 14dd97d761c42f2cdaa2e0f8bd8898b9  
**Attachments:** GSA March 2016 Monthly Status Report.xlsx

Hello Dave,

Attached is your monthly activity report.

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** Review of 269.13 - Legislative and Congressional Affairs Records  
**Date:** Tue, 5 Apr 2016 16:29:16 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr71g+U7mwKiAoWroVnRm8F4XROX=VBRANqGFnFPxbbejXA@mail.gmail.com>  
**MD5:** cc25ca7e3237b090487289102075ec1c  
**Attachments:** 269.13 Legislative and Congressional Affairs Records Crosswalk.pdf

Attached is a records schedule for bucket 269.13 - Legislative and Congressional Affairs Records. Please review the attached to see if there are any glaring issues in it before I upload it into ERA next week. I hope to have this in ERA by next Tuesday, April 12, 2016.

FY I've combined both the Description and Xwalk into a single PDF for your review, rather than a Word doc and an Excel doc. It keeps things together for me.

Thanks,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Invitation: GSA Building Plan Access Meeting @ Tue Apr 5, 2016 10:30am - 11:30am (robert.smudde@gsa.gov)  
**Date:** Wed, 23 Mar 2016 12:12:12 +0000  
**From:** peter.brauer@nara.gov  
**To:** robert.smudde@gsa.gov, lloyd.beers@nara.gov  
**Message-ID:** <001a114da25665d083052eb63d9f@google.com>  
**MD5:** 8ad25c294f4d2e1acd39814c8f6330b4  
**Attachments:** invite.ics

[more details »](#)

**GSA Building Plan Access Meeting**




Discuss access restrictions and schedule implementation for GSA building plans held in NY with GSA records officer

*When* Tue Apr 5, 2016 10:30am – 11:30am Eastern Time

*Where* 3320 conference room ([map](#))

*Video call* [https://plus.google.com/hangouts/\\_/nara.gov/peter-brauer](https://plus.google.com/hangouts/_/nara.gov/peter-brauer)

*Calendar* robert.smudde@gsa.gov

<i>Who</i>		peter.brauer@nara.gov - organizer
		lloyd.beers@nara.gov
		robert.smudde@gsa.gov

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for invitations on calendar robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

**Subject:** Review of GSA 269.15 - Customer Service Records  
**Date:** Wed, 6 Apr 2016 10:55:38 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr70PLYDsvU+3ZExhwB0e0w6CAyO7=h+qwjZxN8UTAJBWwQ@mail.gmail.com>  
**MD5:** 86eed83879f1f0834dea55ebd349b623  
**Attachments:** 269.15 - Customer Service Series Description.docx ; 269.15 - Customer Service Crosswalk.pdf

Attached are both the Series Description and Crosswalk files for your review. To the further extent possible, I attempted to use the proposed GRS records regarding Customer Service to eliminate any duplicated record types in this bucket. Also, as a side note, the "customer services" functions spread across the various record groups (137 - FAS and 121 - PBS) have been consolidated under a single office, hence the different record group dispositions listed in the crosswalk.

Please look over and respond by April 15th on these proposed records. I'll incorporate your comments/ concerns/ clarifications into the bucket before uploading into ERA

Thanks.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Review of GSA 269.13 Legislative and Congressional Affairs Records  
**Date:** Fri, 8 Apr 2016 16:02:13 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr70iMBP7a72Ta92fY0bLEztqPHwFtAXHjV911sNZWwVY\_A@mail.gmail.com>  
**MD5:** 2e16e60ffa0d8206d520ff96c13c2ca8  
**Attachments:** 269.13 Legislative and Congressional Affairs Records Crosswalk.pdf ; 269.13 Legislative & Congressional Affairs Records Description v. 1.docx

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016. If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** Review of GSA 269.6 Professional Services To and With Other Agencies Records  
**Date:** Fri, 8 Apr 2016 16:01:57 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr713+U+o=FSwsAOtNNLLcZghAUg1UweR8yoDu-VQpHAu+Q@mail.gmail.com>  
**MD5:** c96afb27f429b891065cf7bec10a8d92  
**Attachments:** 269.6 Professional Services to and with Other Agencies Crosswalk.pdf ; 269.6 Professional Services to and With Other Agencies.docx

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016. If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Review of GSA 269.16 Human Resources Program Records  
**Date:** Fri, 8 Apr 2016 16:02:19 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr72CiU7A=xSb\_c0gkR=fvmM3NU3qeGhTNmASbaR5SL0jXQ@mail.gmail.com>  
**MD5:** a91f1eba202bfc107d47234636974cc4  
**Attachments:** 269.16 - Human Resources Records Crosswalk.pdf ; 269.16 - Human Resources Program Records Descriptions.docx

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016. If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** DAA-0269-2015-002 - Office of Inspector General updated Crosswalk  
**Date:** Mon, 11 Apr 2016 15:36:53 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>  
**Cc:** Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr70KdxS5dytf\_UeJCn6VP876rNVkcRYSYbPrBOO5ixQDyQ@mail.gmail.com>  
**MD5:** 22878601bd25dfa080585401d8f51168  
**Attachments:** GSA Revised IG Records and Crosswalk ver. 8.pdf

Hi, Lloyd,

I have revised the above schedule, but was unable to submit a revised Crosswalk. Attached is version 8 of the Crosswalk and Record Schedule for RG 269.4 - Office of the Inspector General Records.

I believe that the aforementioned revisions to both the schedule and crosswalk will answer your concerns.

Thanks,

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** 269.3 - Budget, Finance, and Contractor Management Records  
**Date:** Wed, 23 Mar 2016 16:13:22 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1FC <robert.smudde@gsa.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAHgHr72kd5=ZCD0rUdf5KeDdDEtfwygCvHX2NQ6j=NVdrfQczg@mail.gmail.com>  
**MD5:** c78075b4aff2e53e45957d05368f54fc  
**Attachments:** 269.3 - Budget, Finance, and Contractor Management Records Series Description.docx ;  
269.3 - Budget, Finance, and Contractor Management Records Crosswalk.pdf

Attached are both the series description and crosswalk for 269.3 - Budget, Finance, and Contractor Management Records for your review and comment.

If I do not hear anything on this bucket and series description by April 1st, I will assume you have no problems with the proposed modifications and will upload onto ~~IRA~~ shortly thereafter.

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

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**Subject:** Review of GSA 269.15 Customer Service Program Records  
**Date:** Fri, 8 Apr 2016 16:02:17 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71gcpGbzBuDd2D7g1YSy9mX7M2CstGzHpNp6tJ6HX0AEA@mail.gmail.com>  
**MD5:** 6b4d96b7a6801cd5323e725289893d3c  
**Attachments:** 269.15 - Customer Service Series Description.docx ; 269.15 - Customer Service Crosswalk.pdf

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016. If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** Review of GSA 269.12 Communications Records  
**Date:** Fri, 8 Apr 2016 16:02:10 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr71ewq08mPASH7BQF8BG=\_+4y3dKVEKPKVQNTppwnSAfsg@mail.gmail.com>  
**MD5:** 618c2c90e351d56f29d18b9b3fc94786  
**Attachments:** 269.12 Communications Records Crosswalk.pdf ; 269.12 Communications Records.docx

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016. If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave  
Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** Review of 269.11 - GSA Program Management Records  
**Date:** Fri, 8 Apr 2016 16:02:07 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73V9S47wgonWD+Lvyy+X0RYJ52gnff7SZTKj6ryjRcvBg@mail.gmail.com>  
**MD5:** 782c4ce80bad3290f383afaa77a91649  
**Attachments:** 269.11 Program Management Records.docx ; 269.11 Program Management Records Crosswalk.pdf

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016.

If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave  
Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

[Follow me on Chatter](#)



**Subject:** Review of GSA 269.17 Security Records  
**Date:** Fri, 8 Apr 2016 16:02:23 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73\_GdP=2F01KsHUeUSzCTyLBSqFPEmknS9UUUc3dRr\_ww@mail.gmail.com>  
**MD5:** f8d6d209ede9c70419e5d336dff92dd6  
**Attachments:** 269.17 - Security Records Series Descriptions.docx ; 269.17 Security Program Records Crosswalk.pdf

Hi, Robert and Lloyd,

Attached you will find a draft set of records associated with this email's subject line. I have included both a Series Description (Word File) and a crosswalk (Excel File) for your informal review.

Please review and comment on this draft set of record types and bucket descriptions/retentions by April 15, 2016. If I do not hear back from you, I will presume that you had no issues with the attached and I will upload them into ERA.

Thanks for your assistance in this matter.

Dave

Dave Simmons

Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

[312.353.5253](tel:312.353.5253)

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**Subject:** NARA Monthly Status Report of Records Appraisal Activity  
**Date:** Fri, 6 May 2016 11:58:28 -0400  
**From:** Lloyd Beers <lloyd.beers@nara.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>, Robert Smudde - H1FC  
<robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>  
**Message-ID:** <CADQPRCUIBwOFT+058302za848c1NCeqinJdV4tihLCJQfuHA\_w@mail.gmail.com>  
**MD5:** 14cec50ef81e791a6e9510eb7de28cb0  
**Attachments:** GSA April 2016 Monthly Status Report.xlsx

Hello Dave,

Please find the attached report.

Thank you,

Lloyd

--

Lloyd A. Beers  
Senior Appraisal Archivist  
National Archives and Records Administration  
8601 Adelphi Road  
Room 2100  
College Park, MD 20740-6001  
(301) 837-0480



**Subject:** GSA RG 269.7 Internal IT Services revised schedule for your reivew  
**Date:** Fri, 22 Apr 2016 12:08:31 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73h1-YCD7YM6zg8\_ei-yydvOtEP3M79MqNiVxCzeBCm\_w@mail.gmail.com>  
**MD5:** 8aa82d534fddd5e9041bb733bfde3ad3  
**Attachments:** 269.7 - Internal IT Services Records.docx ; 269.7 - Internal IT Services to GSA Records v. 2.pdf

Attahced please find the revised records schedule for RG 269.7 - Internal IT Services to GSA for your review. Please look over and send comments back to me by May 5, 2016.

If I do not hear from you by that date, I will presume that you had no issues with the proposed schedule and will upload it formally into ~~IRA~~ for certification and ~~NARA~~ formal review.

Thanks for your assistance in this matter. This schedule constitutes the last revised schedule for GSA

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
Records Management Branch  
OAS/Management & Oversight Division (H1FC)  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Mon, 16 May 2016 16:33:45 -0500  
**From:** David Williams <david.williams@nara.gov>  
**To:** Frank Palermo <frank.palermo@gsa.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CAGF6Nda7CUAJ=RZU98YM8DfcgKykaR-j+6rX5D7Ksz1ryNrK9Q@mail.gmail.com>  
**MD5:** c40b2568d39f434bbe240b34539660a9  
**Attachments:** Fast Pack Checklist.xlsx

Frank,

Early on June 8 will be great. Is 8:00 a.m. too early?

Here is a brief summary of what's involved in a Fast Pack:

- | NARA staff coming to your location
- | Boxing your records
- | Creating box lists for your records
- | Preparing SF 135(s) for the transfer of your records to an FRC
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The attached checklist - along with the volume estimate I'll prepare when I'm there - is what I will need to prepare an estimate for you. Since I'll be coming to your location please don't feel like you have to get everything filled in completely, but you're right that a few answers ahead of time may help speed things up. Here are a few more questions that aren't on the form:

- | Are any of the records we'll be dealing with permanent? If so, are any of the permanent records over-sized (like building drawings)?
- | Are there temporary records being stored there which are past their disposal date?

Thanks and please let me know if you have any questions.

Very Respectfully,

Dave

David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: 773-948-9002  
Cell: (b) (6)

[Website](#)

[Facebook](#)

[Twitter](#)

On Mon, May 16, 2016 at 4:07 PM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

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Hello Lloyd and David:

We found your contact information from the Archive.gov Records Management Directors list.

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Our entire office is moving within our building from one floor to another, but our new storage space is severely limited.

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Please either contact us, or put us in contact with the correct people at NARA, and we'll work to set this meeting up as soon as possible.

Thank you.

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Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:202-708-7624)

**Subject:** Invitation: NARA File & Records Review @ Wed Jun 8, 2016 8am - 11am (robert.smudde@gsa.gov)  
**Date:** Wed, 25 May 2016 16:16:58 +0000  
**From:** Frank Palermo - WPIA <frank.palermo@gsa.gov>  
**To:** robert.smudde@gsa.gov, lloyd.beers@nara.gov, david.williams@nara.gov, marlo.thomas@gsa.gov, christine.kelly@gsa.gov, verneka.roberts@gsa.gov, shapari.pakroo@gsa.gov, steven.p.wright@gsa.gov, virginia.moore@gsa.gov, tyrone.anderson@gsa.gov, kevin.mckenna@gsa.gov, aryan.nourazar@gsa.gov  
**Message-ID:** <94eb2c0b8f42becdff0533ad0057@google.com>  
**MD5:** 56adbc879048ddd1117b7a6249f2d793  
**Attachments:** invite.ics

[more details »](#)

**NARA File & Records Review**

Meet with NARA to discuss services and estimates for file management.

Conference Bridge Number

(b) (6)

When	Wed Jun 8, 2016 8am – 11am Eastern Time	
Where	ROB - Room 2021-A (301 7th St., SW, Washington, DC 20407) ( <a href="#">map</a> )	
Calendar	robert.smudde@gsa.gov	
Who	OMOO	frank.palermo@gsa.gov - organizer
	OMOO	lloyd.beers@nara.gov
	OMOO	david.williams@nara.gov
	OMOO	marlo.thomas@gsa.gov
	OMOO	christine.kelly@gsa.gov
	OMOO	robert.smudde@gsa.gov
	OMOO	verneka.roberts@gsa.gov
	OMOO	v
	OMOO	shapari.pakroo@gsa.gov
	OMOO	steven.p.wright@gsa.gov
	OMOO	v
	OMOO	virginia.moore@gsa.gov
	OMOO	tyrone.anderson@gsa.gov
	OMOO	ov
	OMOO	kevin.mckenna@gsa.gov
	OMOO	aryan.nourazar@gsa.gov

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for invitations on calendar robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#).

**Subject:** GSA Record Group 352 Revised Schedule for your review  
**Date:** Fri, 22 Apr 2016 11:48:32 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Robert Smudde - H1FC <robert.smudde@gsa.gov>  
**Message-ID:** <CAHgHr73ksaw4qzsgOCDV8WKYXjq7aSN\_-nzKm9ADfpXEFMep5w@mail.gmail.com>  
**MD5:** 0dbb313f1070585d75f613a1360cc2e2  
**Attachments:** 352 Crosswalk v. 2.xlsx ; 352 Group and Series Descriptions.docx

Hello,

Please find the revised schedules for GSA Record Group 352 for your review. Please review and respond by May 4th so I can update and submit to ERA accordingly. It's a relatively short schedule.

If I do not hear from you on that date, I will presume that you had no difficulties with the proposed draft and will submit them formally in ERA.

Thanks for your time.

Dave Simmons

Knowledge Management Specialist & Senior Records Officer

Records Management Branch

OAS/Management & Oversight Division (H1FC)

U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)



**Subject:** GSA response to your letter of February 25, 2016  
**Date:** Thu, 5 May 2016 11:50:05 -0400  
**From:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**To:** lloyd.beers@nara.gov  
**Cc:** Robert Smudde - H1AB <robert.smudde@gsa.gov>, Deborah Lague - H1AB <deborah.lague@gsa.gov>  
**Message-ID:** <CAOYtU9Ac+54jrSG52JjCd8+bXwNnhk7PivQ2wwBYhhaebe8SGw@mail.gmail.com>  
**MD5:** 41e189c4aa4f26afee1edd6a099c8537  
**Attachments:** Childcare\_NARA\_Letter\_5.4.16.pdf

Mr Beers, attached please find the GSA response to your letter of February 25, 2016. Please let me know if I can be of further assistance.

Cynthia

***Cynthia A. Metzler***  
***Chief Administrative Services Officer***  
***General Services Administration***

***(202) 357-9697***

***(b) (6)*** ***(cell)***  
***[cynthia.metzler@gsa.gov](mailto:cynthia.metzler@gsa.gov)***

**Subject:** Response to February 25, 2016  
**Date:** Thu, 5 May 2016 13:28:55 -0400  
**From:** Cynthia Metzler - H <cynthia.metzler@gsa.gov>  
**To:** laurence.brewer@nara.gov, lloyd.beers@nara.gov  
**Cc:** Deborah Lague - H1AB <deborah.lague@gsa.gov>, Robert Smudde - H1AB <robert.smudde@gsa.gov>  
**Message-ID:** <CAOYtU9BK6\_rYNzgqqDcOjAPY+whM2C8WRKQwtpFdwEazwACDQQ@mail.gmail.com>  
**MD5:** 636f80a03bf0512eb37f5d98d689c279  
**Attachments:** Childcare\_NARA\_Letter\_5.4.16 (1).pdf

Mr. Brewer, I realize that I did not include you in my previous e-mail transmitting the GSA response.  
Cynthia

***Cynthia A. Metzler***  
***Chief Administrative Services Officer***  
***General Services Administration***

**(202) 357-9697**

**(b) (6) (cell)**

**cynthia.metzler@gsa.gov**

**Subject:** Re: GSA Request for NARA Support Services (Region 11 (NCR) Washington, DC)  
**Date:** Mon, 23 May 2016 12:27:11 -0400  
**From:** Frank Palermo <frank.palermo@gsa.gov>  
**To:** David Williams <david.williams@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>, Tyrone Anderson - WPIB <tyrone.anderson@gsa.gov>  
**Message-ID:** <CANubsQ177VO62f72mvaCpxEnPR=x3LbXjNN3B5xWnuPjHy0vKQ@mail.gmail.com>  
**MD5:** b4eefce06c4c0b606f12374bb9fecb9b  
**Attachments:** GSA-NARA Genl Q&A 5-23-16.pdf

David,

Attached is the completed questionnaire.

Thanks.

Frank

On Tue, May 17, 2016 at 8:44 AM, Frank Palermo <[frank.palermo@gsa.gov](mailto:frank.palermo@gsa.gov)> wrote:

David,

A meeting on June 8, 2016, at 8:00 AM is perfect.

We'll complete the questionnaire and get this back to you soon.

We are using the attached file as guidance for determining temporary vs. permanent files, and for disposal time limits.

Our files are in two states:

1. Files which the project manager (PM) has boxed and labeled in anticipation of sending them all for archiving (see a sample photo of this condition).
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The contracting officers for each project in the past were responsible for disposing of the official contract files, and the PMs usually added their boxes to the process.

I believe that most of the boxed files or recent files in drawers would be archived, while most of the "abandoned" files would be recycled or shredded.

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Thanks and please let me know if you have any questions.

Very Respectfully,

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David Williams  
Account Manager  
National Archives and Records Administration  
7358 South Pulaski Road  
Chicago, IL 60629-5898  
Tel: [773-948-9002](tel:773-948-9002)  
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the FastPack process and take some measurements to get an estimate together for you. Here is my current availability (all times EDT and on the "or earlier" days, that's the time I'd need to leave by):

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US GSA - Office of Design & Construction  
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[\(202\) 708-7624](tel:(202)708-7624)

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(202) 708-7624

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**Date:** Tue, 17 May 2016 08:44:25 -0400  
**From:** Frank Palermo <frank.palermo@gsa.gov>  
**To:** David Williams <david.williams@nara.gov>  
**Cc:** Lloyd Beers <lloyd.beers@nara.gov>, Verneka Roberts - WPIEA <verneka.roberts@gsa.gov>, Robert Smudde - H1AC <robert.smudde@gsa.gov>  
**Message-ID:** <CANubsQ1+qQgJnDMe7r5WKbdd0zYVdLsLL11ghJRO4SGy3ySB5g@mail.gmail.com>  
**MD5:** 863c631c9df5e16f5858c99c01db8d7e  
**Attachments:** D&C Program Records (5-3-16).pdf ; Boxed Files (example).jpg

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Frank Palermo  
Director - Capital Projects Division (NCR)  
US GSA - Office of Design & Construction  
301 7th St., SW, Washington, DC 20407

[\(202\) 708-7624](tel:(202)708-7624)

**Subject:** GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:34:28 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Deborah Lague - M1V1CA <deborah.lague@gsa.gov>  
**Cc:** Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAAj5k9-=5LJB5BE9O2Mfsu3k=CW8AZ=YiNxq+tQdR+kvRo6sA@mail.gmail.com>  
**MD5:** dd64989e9db52d4aefcce1a491e1cb03

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

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Can you also tell me if we have had any other NARA Appraisal Archivist since 1/1/2016?

I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

--

## Duane Fulton

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: NA 1005 Capstone Form for GSA  
**Date:** Thu, 17 Nov 2016 04:19:37 -0800 (PST)  
**From:** Katherene Kim <katherene.kim@nara.gov>  
**To:** GRS\_Team <GRS\_Team@nara.gov>  
**Cc:** travis.lewis@gsa.gov, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <e278075b-4b44-4883-a524-f6cf7f10d678@nara.gov>  
**MD5:** 38e376c2071e05b3769db21a03d402b1

Dear Mr. Lewis,

Thank you for resubmitting GSA OIG Form. We will wait to receive GSA organizational charts before registering your NA-1005.

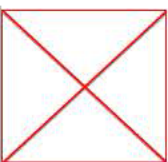
Thank you,

GRS Team

On Tuesday, November 15, 2016 at 1:27:44 PM UTC-5, Travis Lewis - H1F wrote:  
Good afternoon,

Please find attached form. Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: 202-219-3078 (b) (6)



"GSA's mission is to deliver the best value in real estate, acquisition, and technology services to government and the American people."

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(b) (5)

On Wed, Dec 28, 2016 at 12:40 PM Travis Lewis - H1F <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)> wrote:

Good afternoon Dave,

Hope you had an excellent Christmas Holiday. Please see the question below from Nicholas. Are you aware of any additional GSA agency-specific records retention requirements other than the 6 year requirement in FAR subpart 4.8? I am not off the top of my head, however, GSA does have an enormous stake in contracts and maybe we have developed some additional internal retention guidance or policy.

Thank you,  
Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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[Learn more about GSA.](#)

----- Forwarded message -----

From: **Travis Lewis - H1F** <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>

Date: Wed, Dec 28, 2016 at 12:30 PM  
Subject: Re: GSA Unique Records Retention Requirements

To: Nicholas West - M1V1AC <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)>  
Cc: "Robert Smudde (IEC)" <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Deborah Lague - H1FC <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)>, Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>, Duane Smith <[duane.smith@gsa.gov](mailto:duane.smith@gsa.gov)>, Dave Simmons <[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)>

Thank you Nicholas and Seth.

My team and I will look into this further for you Nicholas to see if we have any official GSA agency-specific records retention requirements other than the 6 year requirement in FAR subpart 4.8. We will get back to you as soon as possible. Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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On Wed, Dec 28, 2016 at 12:07 PM, Nicholas West - M1V1AC <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)> wrote:

fyi including the attachment too...

Nicholas West  
Director  
GSA Acquisition Policy Division  
Office of Governmentwide Policy

General Services Administration  
Phone: [703.605.2834](tel:703.605.2834)

----- Forwarded message -----

From: **Nicholas West - M1V1AC** <[nicholas.west@gsa.gov](mailto:nicholas.west@gsa.gov)>  
Date: Wed, Dec 28, 2016 at 12:06 PM  
Subject: Re: GSA Unique Records Retention Requirements  
To: Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)>  
Cc: Duane Smith <[duane.smith@gsa.gov](mailto:duane.smith@gsa.gov)>, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Travis Lewis - H1F <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>

Great, thanks!

Nicholas West  
Director

GSA Acquisition Policy Division  
Office of Governmentwide Policy

General Services Administration  
Phone: [703.605.2834](tel:703.605.2834)

On Wed, Dec 28, 2016 at 11:56 AM, Seth Greenfeld - LG <[seth.greenfeld@gsa.gov](mailto:seth.greenfeld@gsa.gov)> wrote:

Good morning. I copied Robert Smudde and Travis Lewis on this e-mail as they are responsible for GSA's records program. If there is anything special in GSA's retention schedule, Robert is the person with whom you want to work.

Seth S. Greenfeld  
Senior Assistant General Counsel  
General Law Division, Office of General Counsel  
U.S. General Services Administration  
[\(202\) 501-4560](tel:202.501.4560)

CONFIDENTIALITY NOTICE:

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Duane, Seth,

I just spoke with Claudia and she thought you might be the ones best able to point me in the right direction on my inquiry...

I represent Jeff Koses on the Procurement Committee for eGov (PCE) - the government governance body for acquisition systems (e.g. SAM, FBO, FPDS). The committee is looking to engage with NARA on records retention requirements for contract files and are asking agencies if they have any agency-specific records retention requirements other than the 6 year requirement in FAR subpart 4.8.

DoD provided the attached ppt that shows examples of some of their unique requirements.

I don't think GSA has anything like this since we don't have anything in GSAM 504.8, but I wanted to check to see if you are aware of anything that I'm not.



**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:38:38 -0400  
**From:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**To:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CADVADA8JRho1i3sPOacasdN-uZfYZTgAS\_X-Nyn9Zpcqo75A8w@mail.gmail.com>  
**MD5:** 7c17885af0489b304d9dd6ef3493020d

Hi All,

I have not had any interactions with NARA or Lloyd Beers. I think the only person would be Robert and possibly Dave (who I have cced on this email). I will let them address this FOIA.

Sorry I could not be more helpful.

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

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**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

--

Deborah Lague  
Supervisor, Records Management Branch  
FOIA and Records Management Division  
Office of Administrative Services

**Subject:** Re: GSA Unique Records Retention Requirements  
**Date:** Wed, 28 Dec 2016 13:22:59 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Message-ID:** <CAADcavqDHieRmS-U2mNaLw3k=y5gsgLTQ-ebTmNYzqc\_RnfJUA@mail.gmail.com>  
**MD5:** 4cf84d9cbbfc991efc0877803a0f476b

Thanks for this additional input Robert. Yes, Dave mentioned this work with the GRS team at NARA when I was discussing this with him. I think Dave is going to reach out to Nicholas regarding this additional followup.

I hope you are enjoying your time off.

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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(b) (5)

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General Services Administration

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Cc: Duane Smith <[duane.smith@gsa.gov](mailto:duane.smith@gsa.gov)>, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)>, Travis Lewis - H1F <[travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov)>

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General Law Division, Office of General Counsel

U.S. General Services Administration

[\(202\) 501-4560](tel:202.501.4560)

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Nicholas West  
Director  
GSA Acquisition Policy Division  
Office of Governmentwide Policy

General Services Administration  
Phone: [703.605.2834](tel:703.605.2834)

--

-- -- Robert Smudde Agency Records Officer General Services Administration ([202](tel:202.219.1078)) [219-1078](tel:219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:06:12 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** Deborah Lague - H1F <deborah.lague@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons - H1F <david.simmons@gsa.gov>  
**Message-ID:** <CAAj5k9\_TLDfCQ8TUftxWbAbSWK8xRqsw2K0JEZtkzv35UbjPzw@mail.gmail.com>  
**MD5:** 3c0ca637cdd55bbdace138fc8f89607b

Thanks Debbie. I will wait to hear back from Robert and Dave before I finalize this email data pull request.

On Tue, Mar 21, 2017 at 11:38 AM, Deborah Lague - H1F <[deborah.lague@gsa.gov](mailto:deborah.lague@gsa.gov)> wrote:

Hi All,

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Sorry I could not be more helpful.

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

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I'm trying to put together an email data pull and need to ensure I have all the info before we run the pull. Thanks.

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**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 11:34:01 -0500  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**Cc:** Duane Fulton - H1F <duane.fulton@gsa.gov>, Deborah Lague - M1V1CA <deborah.lague@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAHgHr73YE\_cdLK8BVNauXsX6K1cXHt4E=6AF0aCe98pcXJs6qg@mail.gmail.com>  
**MD5:** c6532426f3edb61e837eda4ac922b0cf

Hi, Duane, et al.,

Lloyd Beers became GSA's designated Records Appraiser on 12/15/2014. I have his initial introductory email to Robert and me.

If you want to do a pull of emails from Google Vault, You can probably pull all email conversations that Lloyd and I have had dating back to the very beginning or simply back to 1/1/2016.

We have had no other appraisers other than delegated NARA appraisers that Lloyd tasked with reviewing and passing comments on thru him (Galen Wilson, Jeremy Schmidt, and Ann Gillette - all NARA employees). On different occasions they contacted me directly regarding the proposed SF115 Record Schedules that I submitted and they were reviewing for Lloyd.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

On Tue, Mar 21, 2017 at 11:08 AM, Robert Smudde - H1F <[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)> wrote:

Hi Duane,

Looking at my email, other than me, David Simmons, is the only other GSA employee/contractor that I can see who had direct (to and from) email interactions with Lloyd Beers.

Other's may have been cc'd, but Dave and I are the only one's I know who directly sent and directly received email from Lloyd Beers.

Also, Lloyd is the only Appraisal Archivist directly assigned to GSA (since around February 2015), each agency has one Appraisal Archivist assigned to it. With that said, other Appraisal Archivists may have interacted with us with regard to various topics. But, as I read the FOIA request reference to "Appraisal Archivist was assigned to GSA" I think they're talking only about Lloyd.

Robert

-- --

Robert Smudde  
Agency Records Officer  
General Services Administration  
[\(202\) 219-1078](tel:(202)219-1078)  
[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

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## Duane Fulton

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)



**Subject:** GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:26:57 -0400  
**From:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**To:** Travis Lewis - H1C <travis.lewis@gsa.gov>  
**Message-ID:** <CAAj5k99C\_=mXoei4q4-+vPcYRHf-nO\_un2BWzkb5ybYOrTHqzA@mail.gmail.com>  
**MD5:** 54d6d43088d1e72c5dbda35ce6379090

Hi Travis - Please review and submit to Cynthia for review, approval and coordination to OCIO:

**FOIA #: GSA-2017-000733**

**REQUESTER:** Mr. Kel McClanahan (National Security Counselors)

**REQUEST DESCRIPTION:**

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

**Specifics for Angela Gaither - Data Pull Criteria:**

**1. Keyword:**

"Lloyd Beers"

**2. Timeframe:** 01/20/2016 - 03/21/2017

**3. Mailboxes:**

robert.smudde@[gsa.gov](mailto:robert.smudde@gsa.gov)

travis.lewis@[gsa.gov](mailto:travis.lewis@gsa.gov)

david.simmons@[gsa.gov](mailto:david.simmons@gsa.gov)

--

**Duane Fulton**

Lead Government Information Specialist  
Freedom of Information Act (FOIA) Branch (H1F)  
Office of Administrative Services  
U.S. General Services Administration  
1800 F St. NW, Washington, DC 20405  
(BB) (b) (6)

**Subject:** Re: GSA-2017-000733 (Kel McClanahan - National Security Counselors) - email Data Pull Request  
**Date:** Tue, 21 Mar 2017 12:08:55 -0400  
**From:** Robert Smudde - H1F <robert.smudde@gsa.gov>  
**To:** Duane Fulton - H1F <duane.fulton@gsa.gov>  
**Cc:** Deborah Lague - M1V1CA <deborah.lague@gsa.gov>, Travis Lewis - H1C <travis.lewis@gsa.gov>, David Simmons <david.simmons@gsa.gov>  
**Message-ID:** <CABjgR029=JnepAyi2Pqe9g6XCLjzJ+k2iRk8Vzd71TDYH2KYJg@mail.gmail.com>  
**MD5:** 9aea190beb83b08da0d3246b5630e604

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Robert Smudde  
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[robert.smudde@gsa.gov](mailto:robert.smudde@gsa.gov)

On Tue, Mar 21, 2017 at 11:34 AM, Duane Fulton - H1F <[duane.fulton@gsa.gov](mailto:duane.fulton@gsa.gov)> wrote:

Hi Robert - Travis wanted me to touch base with you concerning this new FOIA request and get some information from you. The description of the request is as follows:

"all email correspondence exchanged between Lloyd Beers and any GSA email address since 1 January 2016. If another Appraisal Archivist was assigned to GSA at any point in this time period, please expand the scope of this request to include that person's email correspondence with GSA as well. You may limit the scope of this request to employees or contractors whose official duties would include interacting with NARA regarding records management issues."

Can you tell me who within GSA would have had contact with Lloyd Beers (NARA Appraisal Archivist) since 1/1/2016?

**Subject:** Re: NA 1005 Capstone Form for GSA  
**Date:** Mon, 28 Nov 2016 16:38:00 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Katherene Kim <katherene.kim@nara.gov>  
**Cc:** GRS\_Team <GRS\_Team@nara.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAADcavoPkvn+5GaQ997yQfgWu7T=pFt7KXwHRSraZ5kebKwe8A@mail.gmail.com>  
**MD5:** 8e9233891bb2206e95d2a9ad2d65b26c  
**Attachments:** GSA Organization Chart.pdf

Hello Katherene,

As requested, please find attached GSA organizational charts. This should now complete our GSA and GSA-OIG Capstone Packages. Please let me know if you need anything further from me or if you have any questions.

Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: 202-219-3078 C: (b) (6)



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On Thu, Nov 17, 2016 at 7:19 AM, Katherene Kim <[katherene.kim@nara.gov](mailto:katherene.kim@nara.gov)> wrote:

Dear Mr. Lewis,

Thank you for resubmitting GSA OIG Form. We will wait to receive GSA organizational charts before registering your NA-1005.

Thank you,

GRS Team

On Tuesday, November 15, 2016 at 1:27:44 PM UTC-5, Travis Lewis - H1F wrote:  
Good afternoon,

Please find attached form. Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)

**Subject:** Re: NA 1005 Capstone Form for GSA  
**Date:** Wed, 16 Nov 2016 20:17:44 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Katherine Kim <katherine.kim@nara.gov>  
**Cc:** GRS\_Team <GRS\_Team@nara.gov>, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <CAADcavpy4Zhw09Gci4Or9S1V6j2E-OfdTS5VXAqURgnozKTGFw@mail.gmail.com>  
**MD5:** adc8b477856f1e18473a38afb0c41077  
**Attachments:** NA-1005 Capstone List - GSA OIG v.2 Submitted to NARA Nov 16 2016.pdf

Thank you for the notice. I have re-submitted the GSA OIG Form on the new format. It is attached below. I will send over the latest GSA Organization Chart to you as soon as possible.

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: 202-219-3078 C (b) (6)



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On Tue, Nov 15, 2016 at 3:12 PM, Katherine Kim <[katherine.kim@nara.gov](mailto:katherine.kim@nara.gov)> wrote:

Dear Mr. Lewis,

Thank you for submitting NA-1005 for GSA OIG. Unfortunately, this is not the most up-to-date NA-1005

form. Per [AC Memorandum 39.2016](#) agencies need to use the most recent NA-1005 form (bottom right

The NA-1005 form for GSA is the most up-to-date form but I only received an organizational chart for

OIG. You appraisal archivist will need organizational charts for all the offices (Federal Acquisition Service

(FAS), the Public Buildings Service (PBS), Office of Government wide Policy (OGP), etc) in order to

process GSA's NA-1005 form.

Please let us know if you have any questions. Thank you,

GRS Team

On Tuesday, November 15, 2016 at 1:27:44 PM UTC-5, Travis Lewis - H1F wrote:  
Good afternoon,

Please find attached form. Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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**Subject:** Re: NA 1005 Capstone Form for GSA  
**Date:** Tue, 15 Nov 2016 12:12:32 -0800 (PST)  
**From:** Katherine Kim <katherine.kim@nara.gov>  
**To:** GRS\_Team <GRS\_Team@nara.gov>  
**Cc:** travis.lewis@gsa.gov, Lloyd Beers <lloyd.beers@nara.gov>  
**Message-ID:** <0ba854f2-8142-4055-af10-71c4e20b75f7@nara.gov>  
**MD5:** 1e27f3dc737f93e31df9d5468adb57ef  
**Attachments:** NA FORM 1005 8 September 2016 update.pdf

Dear Mr. Lewis,

Thank you for submitting NA-1005 for GSA OIG. Unfortunately, this is not the most up-to-date NA-1005

form. Per [AC Memorandum 39.2016](#) agencies need to use the most recent NA-1005 form (bottom right

corner 09-16)--a copy is attached. Please resubmit the form.

OIG. Your appraisal archivist will need organizational charts for all the offices (Federal Acquisition Service

(FAS), the Public Buildings Service (PBS), Office of Government wide Policy (OGP), etc) in order to

process GSA's NA-1005 form.

Please let us know if you have any questions. Thank you,

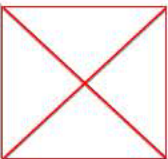
GRS Team



On Tuesday, November 15, 2016 at 1:27:44 PM UTC-5, Travis Lewis - H1F wrote:  
Good afternoon,

Please find attached form. Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: 202-219-3078 C: (b) (6)



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**Subject:** Updated NA-1005 Capstone Email Form for GSA attached  
**Date:** Fri, 3 Feb 2017 14:14:13 -0600  
**From:** Dave Simmons <david.simmons@gsa.gov>  
**To:** Lloyd Beers <lloyd.beers@nara.gov>, Travis Lewis - H1ABA <travis.lewis@gsa.gov>  
**Message-ID:** <CAHgHr72OHh+Gpgj5bNH0oHozcVpoxvhCEF1TtgnKZhyGrNJRvA@mail.gmail.com>  
**MD5:** 4e4be8fb416139804f86a61489573857  
**Attachments:** GRS 6.1-0269-2017-0001.pdf

Hi, Lloyd,

I made the recommended changes to the NA-1005 form for 6.1 Capstone Approach and have attached it. Please look over and see if the modified wording for the Additional Scope Comments meets with your approval. Additionally, I unchecked the 011 box (not sure how that got checked).

I look forward to hearing from you about this matter and thanks for brokering this review.

Dave

Dave Simmons  
Knowledge Management Specialist & Senior Records Officer  
FOIA & Records Management Division  
Office of Administrative Services  
U.S. General Services Administration

[david.simmons@gsa.gov](mailto:david.simmons@gsa.gov)

312.353.5253

[Follow me on Chatter](#)

**Subject:** Fwd: NA 1005 Capstone Form for GSA  
**Date:** Tue, 15 Nov 2016 15:40:40 -0500  
**From:** Travis Lewis - H1F <travis.lewis@gsa.gov>  
**To:** Dave Simmons <david.simmons@gsa.gov>  
**Cc:** "Robert Smudde (IEC)" <robert.smudde@gsa.gov>, Deborah Lague - H1FC <deborah.lague@gsa.gov>  
**Message-ID:** <CAADcavqMxjzvQuAk294G2SvSmAdkK32nRuXeww0Gb6M4uwADmw@mail.gmail.com>  
**MD5:** 280035d6fefb7adf304b486bc265e9ab  
**Attachments:** NA FORM 1005 8 September 2016 update.pdf

Good afternoon Dave,

Please see the return email below from NARA. I think I am reading it as the following (their email back seems a little confusing):

1. We need to re-do the OIG form on the new Sept. form version of template they are providing in the new attachment below.
2. We need to provide a up-to-date organization form for GSA.

Dave, for number 1: can you please make the adjustment to ensure that the OIG information is populated on the new form. Once this is created, I will re-send the OIG form over to NARA.

For number 2: I know we do not have an already prepared GSA Organization Chart. I am going to attempt to create one based on the information I have. I had attempted to do an org chart about 8 months ago to help out the FOIA team - I stopped on that project due to heavy FOIA workload. I am going to re-visit what I did in the past and try to update and finalize an org chart that we can send over.

Thank you,

Travis Lewis  
Director  
GSA, OAS, Freedom of Information Act and Records Management Division  
O: [202-219-3078](tel:202-219-3078) C: (b) (6)



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----- Forwarded message -----

From: **Katherine Kim** <[katherine.kim@nara.gov](mailto:katherine.kim@nara.gov)>  
Date: Tue, Nov 15, 2016 at 3:12 PM  
Subject: Re: NA 1005 Capstone Form for GSA  
To: GRS\_Team <[GRS\\_Team@nara.gov](mailto:GRS_Team@nara.gov)>  
Cc: [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov), Lloyd Beers <[lloyd.beers@nara.gov](mailto:lloyd.beers@nara.gov)>

Dear Mr. Lewis,

Thank you for submitting NA-1005 for GSA OIG. Unfortunately, this is not the most up-to-date NA-1005

form. Per [AC Memorandum 39.2016](#) agencies need to use the most recent NA-1005 form (bottom right

corner 09-16)--a copy is attached. Please resubmit the form.

The NA-1005 form for GSA is the most up-to-date form but I only received an organizational chart for

OIG. Your appraisal archivist will need organizational charts for all the offices (Federal Acquisition Service

(FAS), the Public Buildings Service (PBS), Office of Government wide Policy (OGP), etc) in order to